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Web-based Special Payroll Processing System (SPPS Web)

PUBLICATION CATEGORY
Manual Processing

PROCEDURE MANUAL
Web-based Special Payroll Processing System (SPPS Web)

Table of Contents

Latest Update Information

The following changes have been made to the Web-based Special Payroll Processing System (SPPS) procedure:

Section	Description of Change
Adding Attachments	Added information for the new Attachment tab.
Updating Student Loan Repayment Details	Added information on deleting the default taxable record before checking the box and adding a non-taxable record.
Checklist for Restorations and Back Pay Settlement Cases	Added information for processing settlement cases.

SPPS Web Overview

The web based Special Payroll Processing System (SPPS Web) is designed, developed, and maintained by the National Finance Center (NFC) for personal computers (PC) running on Internet Explorer 6.0 (or higher). SPPS Web is a Web-based payroll/personnel database entry, correction, and retrieval application.

SPPS Web is used to process and request manual payments and adjustments. Written inquiries are requested, recorded, updated, and completed via the Remedy Requester Console. The console allows Agencies to electronically submit manual payments and adjustments to NFC for processing.

Once submitted, SPPS Web allows Agencies to enter, process, calculate, and disburse the following manual payments for employees who have a database record. This eliminates the submission of an SPPS Web manual payment request or in most cases, replaces a hard copy Form AD-343, Payroll Action Request to NFC to process:

1. Cash Awards
2. Credit Hours
3. Settlement Back Pay (Lump Sum)
4. Annual/Restored Leave
5. Compensatory Time
6. Miscellaneous Payments
    - Cancelled/Undeliverable Checks
    - Cell Phone Payment Taxable (Federal Housing Finance Board)
    - Certification/License Fees
    - Cost-of-Living Adjustment (COLA)
    - Comparability Taxable
    - Customs Officer Pay Reform (COPR) Overtime (O/T) Double (DBL) Base Taxable (CU)
    - Customs Officer Pay Reform (COPR) Overtime (O/T) Triple (TRP) Base Taxable (CU)
    - Danger Pay Taxable
    - Education Non-Taxable
    - Education Taxable

- Examiner Stipend Non-Taxable
- Examiner Stipend Taxable
- Extended Assignment Incentive Taxable
- Foreign Advance Salary Non-Taxable
- Foreign Language Taxable
- Gym/Fitness Reimbursement
- Hazardous Duty Taxable (CP)
- Hazard Pay Differential Taxable
- Health Subsidy Taxable (AJ)
- Holiday Pay Taxable
- Horse Non-Taxable
- Hostile Fire Pay Non-Taxable
- Hostile Fire Pay Taxable
- Life Cycle Account Taxable
- Maxout Overtime for Protection
- Nights Out Stipend
- New York City (NYC) Commutation Stipend (AJ)
- Overseas Tour Renewal Agreement Travel (OTRAT) Taxable
- Overtime Over 8 Taxable
- Overtime Over 40 Night Differential Taxable
- Overtime Taxable
- Post Allowance Non-Taxable
- Post Differential Taxable
- Quarters Non-Taxable
- Quarters Taxable
- Reassignment Taxable
- Recruitment Taxable
- Relocation Taxable
- Remote Worksite Taxable

- Retention Taxable
- Separate Maintenance Non-Taxable
- Separate Maintenance Taxable
- Standby Administratively Uncontrollable Overtime (AUO) Available Taxable
- Severance Payment
- Travel Non-Taxable
- Uniform Taxable

7. Student Loan Repayment

Certain types of payment and adjustment transactions require submission of Form AD-343 to NFC for processing. The following are transactions that require submission of Form AD-343 for processing at NFC. The reason for the request for action must be included on the form.

- Bureau of Employees' Compensation (BEC) cases for leave buy back.
- Payments requiring backup, such as leave buy-back cases, prior to conversion data.
- Reimbursable agreements with an attached list of employees.
- Terminated employees who are currently in the NFC's Payroll/Personnel System (PPS) database and a previous Agency's payroll/personnel system.
- Pre-conversion retirement.

The following transactions require submission of Form AD-343 to NFC for administrative billing and collection purposes because they cannot be entered in the automated system.

- Child support
- Commercial garnishments
- Levies
- Military deposits
- Travel debts

SPPS Web is used to:

- Initiate a request for manual payment and/or adjustment action.
- Establish and maintain manual payment and adjustment transactions on the SPPS Web database.
- Establish and maintain manual payment and adjustment transactions for separated employees as long as a record exists on the Information/Research Inquiry System (IRIS) Program IR200, Transaction History Menu.

- Access an employee record by Social Security number (SSN) from listings on the SPPS Web database. Information is selected based on the transaction processed, SSN, Agency, personnel office identifier (POI), user identification (ID), and/or status. Page dialog boxes display data pertinent to each transaction (e.g., SSN, contact person, etc.).
- Include extensive instructions and remarks for the transaction being processed.
- Calculate gross-to-net amount payments and adjustments. Information may be viewed to identify deductions that are applicable to the transaction and the accounting code used to charge Agencies for processing the transaction.
- Copy stored accounting appropriation codes. The information is used to charge an Agency for processing requests for action.
- Release a transaction to NFC for processing after data has been entered in SPPS Web, but before it is processed.

Note: After a record is released to NFC for processing, only NFC can process future payments and adjustments to the record.

- View the user IDs of the individuals who established and/or adjusted the last transactions in the record. The dates and times of the last entry and adjustment are also included.
- View and print reports by request (at the beginning of each pay period or on an as-needed basis).
- View and print Form NFC-29, Payroll Adjustment Document, for computation, payment, and adjustment transactions.

This section includes the following topics:

SPPS Key Terms

The following are key terms used in the processing of SPPS Web documents.

- **Payment**. Transactions processed in SPPS Web to establish and/or update information in an employee's record. The data is used to compute and/or pay salaries, deductions, leave records, accounting, indebtedness, etc.
- **Adjustment**. Transactions processed in SPPS Web to change the information in an employee's record. The data is used to compute and/or update salary payments, deductions, leave records, accounting, indebtedness, etc.
- **Request for action**. Necessary action that is required to establish and/or update an employee's record.
- **Transaction**. Required information entered in SPPS Web.
- **Record**. All transactions of the employee's file that have been processed in SPPS Web.
- **Certify/Uncertify**. Indication if a request for action has been received, the required data has been entered in SPPS Web, and the transaction is ready for system verification, prior to approval. The record must be certified before it is scheduled for payment or adjustment. A transaction can be uncertified only after it is confirmed that the required data is not complete or ready for system verification.
- **Approval**. A transaction has been successfully entered in SPPS Web and all system checks are validated and certified, prior to being scheduled for payment or adjustment. The transaction must be authorized by an Agency supervisor or authorizing official prior to processing.
- **Processing**. Establishment of data in SPPS Web for the purpose of making a payment or adjustment in the employee's record.
- **System processed**. Indication that the required data has been entered in SPPS Web for processing.
- **Processed**. Indication that a completed transaction in an employee's record is systematically paid or adjusted.

SPPS Web Users

The Agency Security Officer requests access for SPPS We b users by submitting a request to the NFC Access Management Branch (AMB) via Service Now portal. Roles are assigned in SPPS Web based upon the Security Officer's request.

Hardware and Software Requirements

You will need the following equipment to use SPPS Web:

- A PC with Internet capabilities.

- Access to the Internet with an Internet Explorer browser of 6.0 or higher (with the security patch).
- An NFC user ID with access to SPPS Web.

Related Systems

PPS is an integrated system that links payroll and personnel records through subsystems that interface with each other. SPPS Web interfaces with the following external systems described below.

ALLTAX System. A proprietary software package that applies the tax rate for all States and localities in the United States against each payroll run by NFC. SPPS Web interfaces with ALLTAX to calculate Federal, State, city, and/or county taxes.

Information/Research Inquiry System (IRIS). An online inquiry system used to view employee data contained in the PPS database by SSN. IRIS provides at least 1 calendar year of current and 10 years of historical payroll, personnel, and position data. SPPS Web interfaces with IRIS to obtain current and historical data based on the request for action.

Name Employee System (NEMP). A database system used to retrieve information based on the employee's name and SSN. Data is maintained for 5 years. SPPS Web interfaces with NEMP to retrieve an employee name and SSN based on the request for action.

Payroll/Personnel Inquiry System (PINQ). An inquiry system used to research payroll-related inquiries received from employee data on the PPS database. PINQ provides immediate access to 1 calendar year of current payroll data. SPPS Web interfaces with PINQ to retrieve current payroll data.

Table Management System (TMGT). A menu-driven database management system that contains valid values and descriptions for selected data elements used by the PPS. TMGT is used to query data and view and request predefined reports. All tables are accessible to customers for inquiry, except as noted for NFC use only. SPPS Web interfaces with TMGT to validate certain fields that have been entered by the user.

Travel System (TRVL). A two-part integrated network for processing travel authorizations, travel advances, and travel vouchers for temporary duty and relocation travel. The Personal Computer Travel System (PC-TRVL) is a menu-driven PC program that allows users to prepare and create files of travel records that are transmitted to NFC via telecommunications lines. Online TRVL is a mainframe program that allows Agencies to directly enter travel records into the TRVL database. SPPS Web interfaces with TRVL to retrieve current travel collections for advancements.

Data transmitted from Agencies to NFC is processed in NFC's internal processing systems. These systems edit, reject/accept, and retain/release transactions, then update the database. Other internal systems (1) calculate payroll, (2) process payments and adjustments, (3) produce output data that is disseminated to Agencies and the Office of Personnel Management (OPM), and (4) prepare the database for the next pay period's processing. SPPS Web interfaces with the following internal systems described below.

Adjustment Processing System (ADJP). A system used to process a variety of payroll payments and adjustments submitted on Form AD-343 and late personnel actions. SPPS Web interfaces with ADJP to send payment and adjustment transactions for further processing.

Administrative Billings and Collections System (ABCO). An online system used for billing and collecting debts from Federal employees (current, separated, and/or retired) and other individuals or vendors having outstanding debts with the Government. SPPS Web interfaces with ABCO to retrieve current collections.

Disbursing System (DISB). A system that interfaces with NFC feeder systems to provide common disbursement functions and data for the General Ledger System and Central Accounting System. DISB consolidates payments for payees when necessary, warehouses payments until the payment date arrives, stores consolidated vendor-express files for electronic fund transfer (EFT) disbursements, and stores disbursement history files for 10 years. SPPS Web interfaces with DISB files to provide NFC personnel with current information on the status of a payment schedule.

Management Accounting Structure Codes System (MASC). A system used to validate Agency accounting classification and accounting station codes. SPPS Web interfaces with MASC to validate Agency accounting classification and accounting station codes.

Optical Storage System (OSS)/Archived IndeX Creation and Inquiry System (AXCIS). A storage system (OSS) that uses a retrieval system (AXCIS) to provide online retrieval and viewing of prior and current report data by report name, data range, and a choice of predefined search criteria (indexes). The report data is used to research and verify payroll/personnel transactions that are created or adjusted in SPPS Web.

Payroll Computation System (PAYE). A calculation system that performs complicated computation routines required to produce new salary data for disbursement and transmission to the Department of the Treasury (Treasury). PAYE computes employees' gross salary, makes applicable deductions, applies payments and adjustments from ADJP, develops the new amount due, and prepares data for subsequent issuance of salary payments by Treasury. PAYE updates the database to reflect salary payments and adjustments as well as leave. It also creates accounting records that are processed and reported through the payroll accounting system. SPPS Web interfaces with PAYE to retrieve employee personnel and payroll data applicable to the request for action.

Agency/NFC Responsibilities

Listed below are the responsibilities of the primary organizations involved in processing and system maintenance.

Agency:

- Logs the request for action into SPPS Web.
- Processes payments and adjustments for cash awards, credit hours, settlement backpay, etc.

Government Employees Services Division (GESD):

- Receives requests for action via SPPS Web from the Agencies.
- Reviews requests for action and computes the payment or adjustment transaction using data received from the Agencies.
- Accesses the Payroll/Personnel database (IRIS, PINQ, etc.) to research payroll/personnel data.
- Accesses OSS/AXCIS to research prior and current year history data.
- Enters data into SPPS Web.
- Receives, reviews, and distributes reports to financial management technicians/assistants for processing.
- Checks batch control lists to ensure that each request for action received at NFC was entered and processed by the system.
- Files SPPS Web requests for action and maintains them for future use.
- Responds to all inquiries received from the Agencies concerning the status of requests for action.
- Conducts periodic training sessions.
- Develops and publishes SPPS Web procedure manuals, revisions, and bulletins.
- Develops and maintains SPPS Web requirements.
- Develops and maintains SPPS Web application programs for processing transactions according to the requirements.

Administrative Management Staff (AMS):

- Receives, date stamps, and delivers mail related to the processing of SPPS Web transactions.
- Distributes SPPS Web output (e.g., NFC-29s, reports, etc.) to the applicable personnel.
- Receives and prepares NFC-29s for mailing.

Information Technology Services Division (ITSD):

- Executes SPPS Web jobs.

- Verifies SPPS Web output (e.g., NFC-29s, reports, etc.) for distribution to the applicable personnel.
- Transmits SPPS Web disbursement data to Treasury and lending institutions/organizations and maintains controls to ensure that data is correctly transmitted.

Information Technology Security (ITS):

- Certifies SPPS Web application programs and suspense correction programs.
- Migrates SPPS Web application programs.
- Assigns security access to Agency users.

Access and Security

Security is designed to prevent the unauthorized use of systems and databases. For security information, including user IDs, passwords, and obtaining access to a specific system, contact your Agency NFC Security Officer.

For more information see:

Requesting Access to SPPS Web

Individuals must request access through their Agency's security officer by submitting a Form AD-3100-P, National Finance Center Payroll Personnel Request For Security Access Form. The access level requested should be based on the individual's assigned work requirements and job functions.

Note: Additional access levels must be requested for employees who will approve and certify payments and adjustments (e.g., supervisors and authorizing officials).

Getting Started in SPPS Web

This section includes the following topics:

Online Help for SPPS Web

The online help feature is available as a reference tool when you are processing data in SPPS Web. To use online help, select ***Help*** from the menu bar at any page.

For more information see:

Help for SPPS Web

Help for SPPS Web users is available in several ways:

- Complete online documentation is included with the SPPS Web application. This standard online help includes navigation through a Table of Contents, Index, or full-text search. When you need help, select ***Help*** at any SPPS Web page to display the help for that page.
- To view and/or print this procedure, go to the ***HR/Payroll Client page https://nfc.usda.gov/ClientServices/HR_Payroll/index.php*** and select the **Publications** tab in the center ribbon and from there select the ***Manual Pay Processing*** publication category to access the procedure manual.
- Onsite training may be arranged, depending on staff availability. If your Agency is interested in NFC-conducted training, please email your completed Registration or Standard Form (SF) 182, Authorization, Agreement and Certification of Training, to nfc.training@usda.gov or fax it to **303-274-3912**.

Using Online Help

When you need help with processing SPPS Web data, select ***Help*** at any SPPS Web menu bar. A drop-down menu is displayed.

This page provides three ways to locate information:

Option	Description
Contents	Displays the table of contents for online documentation.
Index	Provides an index of key words.
Find	Provides word search capability.

Starting SPPS Web

To Start SPPS Web :

1. Log in to the Internet and go to the NFC Web site (*www.nfc.usda.gov*).
2. Select the ***HR and Payroll Clients*** page from the **MyNFC** drop-down menu.

3. Select the ***SPPS*** icon on the Application Launchpad. A Warning message is displayed. Read the message and select **Accept** to receive the SPPS Web Log In page or select **Cancel** to return to the Internet home page.

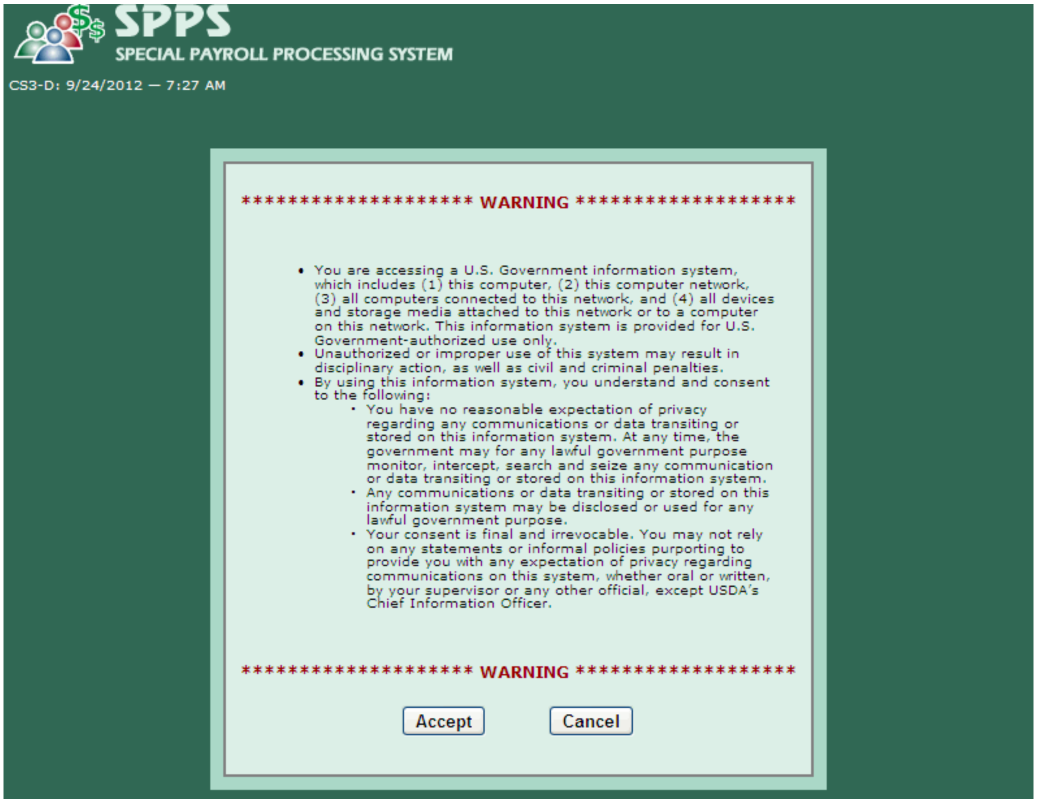

Figure 1: SPPS Warning Banner Page

4. Complete the SPPS Web Log In fields in the Log In area.

Figure 2: Welcome to SPPS Page

User ID (see "***User ID Field Instructions***" on page 101)

Password (see "***Password Field Instruction***" on page 95)

5. Select **Log In**. The SPPS Web Database Selection page is displayed.

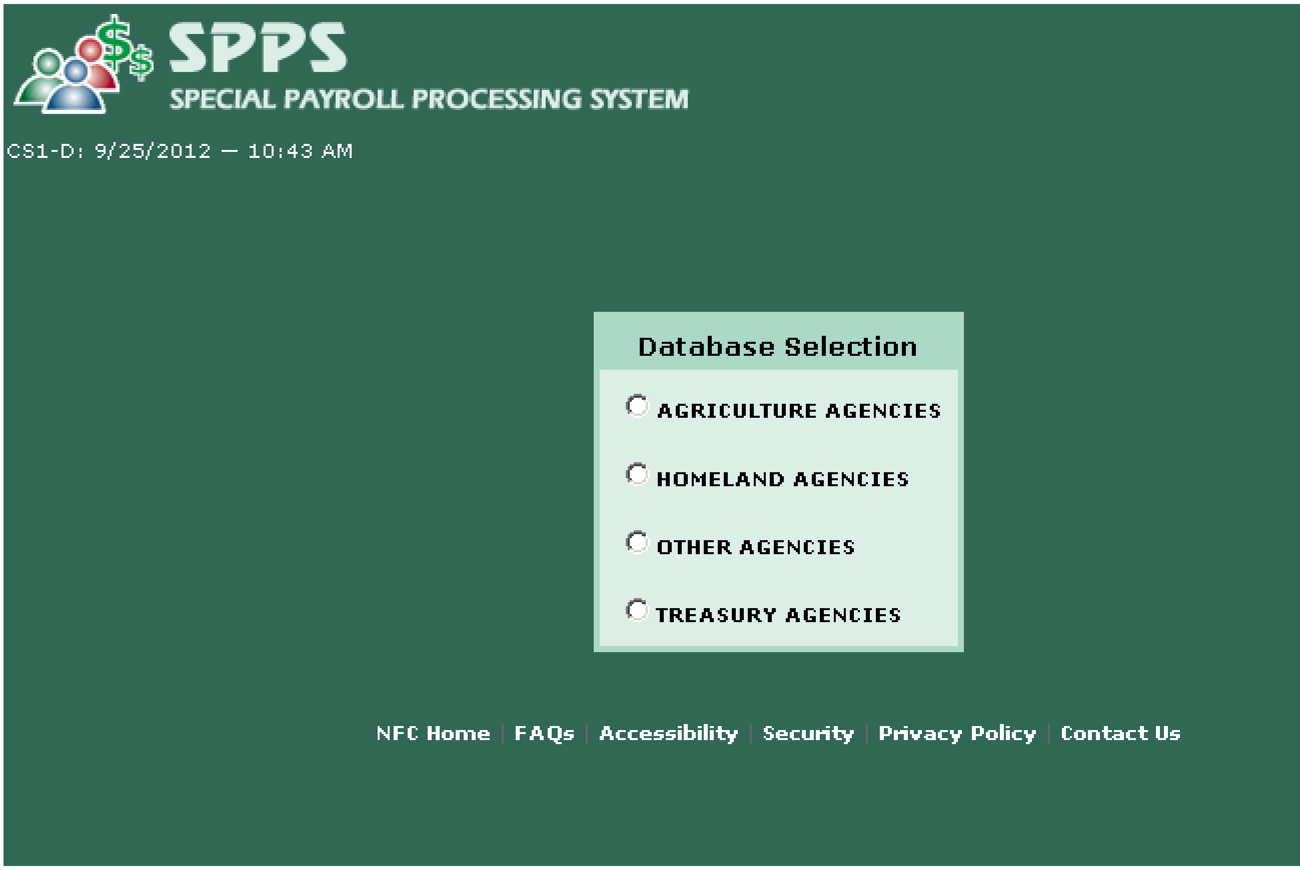

Figure 3: SPPS Database Selection Page

6. Select the database for your Agency. Valid values are based on security access. The SPPS Web Main Menu page is displayed. Select the desired option listed on the menu bar to continue processing the request for action.

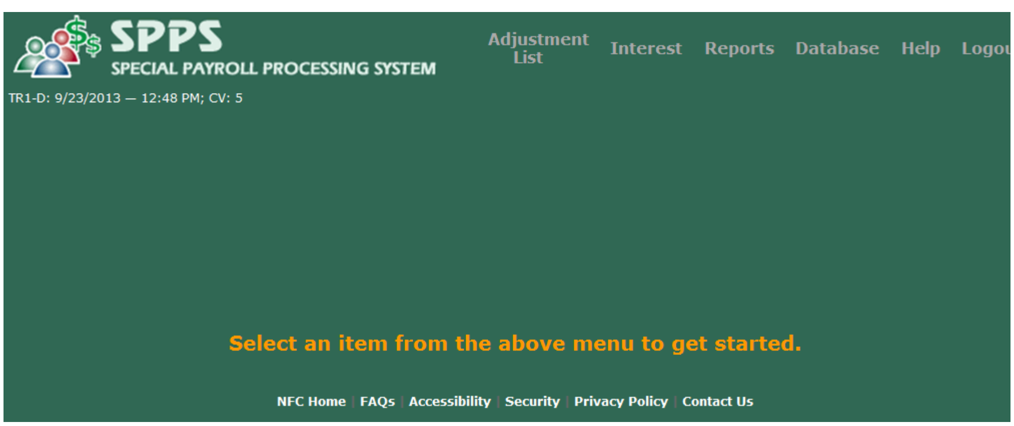

Figure 4: Main Menu Page

Valid values are:

Option	Description
Adjustment List	Provides access to Agency-specific information for processing payment and adjustment requests for action.
Interest	Provides access to inquire daily, quarterly, and yearly interest date and rate information. Used by NFC to establish and update daily, quarterly, and yearly interest dates and rates used in SPPS Web for calculating settlement backpayments and adjustments.
Reports	Provides access to Agency-specific information for viewing and requesting SPPS Web reports.
Database	Brings the user back to the SPPS Web Database page.
Help	Provides online help with processing SPPS data.

The selected page is displayed.

For instructions on changing your password, see ***Changing Your Password*** .

For instructions on using SPPS Web, see ***Using SPPS Web***.

For instructions on exiting SPPS Web, see ***Exiting SPPS Web***.

Changing Your Password

The Change Password is used to change a user's password. The password may be changed at any time but not more than once a day.

To Change Your Password:

1. At the SPPS Web Login page, complete the fields in the Login area as indicated under Starting SPPS Web .

2. Select **Change Password**. The Change Password page is displayed.

Figure 5: Change Password Page

3. Complete the fields as follows:

   User ID (see "***User ID Field Instructions***" on page 101)

   Password (see "***Password Field Instruction***" on page 95)

   New Password (see "***New Password Field Instructions***" on page 94)

   Confirm New Password (see "***Confirm New Password Field Instructions***" on page 90)

4. Select **Change Password**.

Exiting SPPS Web

To Exit SPPS Web:

At any SPPS Web page, select **Log Out**. The log out page is displayed with the message *You have successfully logged out of SPPS.*

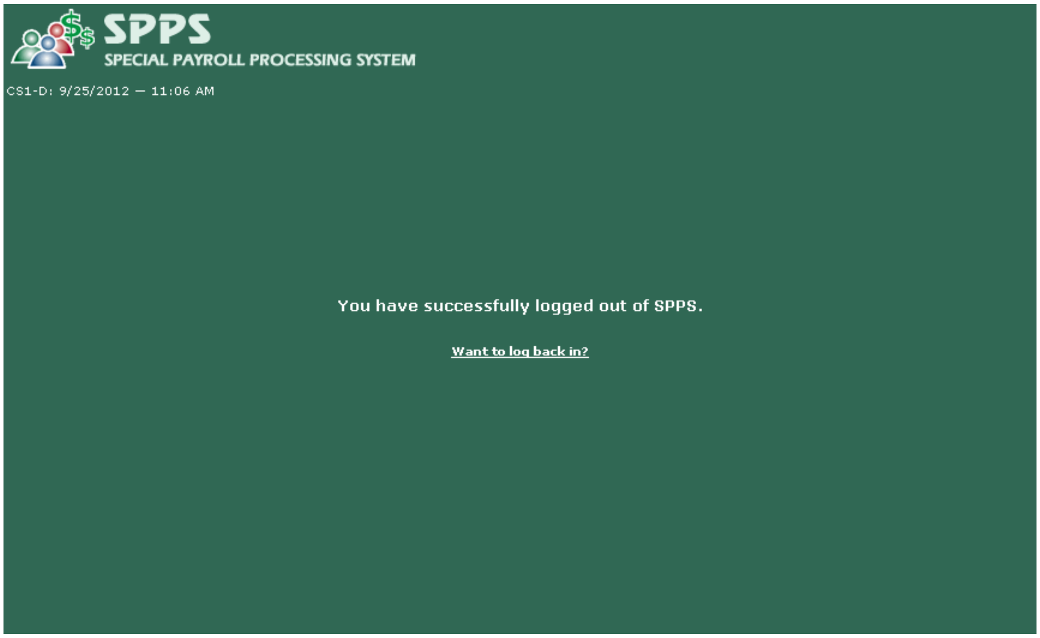

Figure 6: Log Out Page

Note**:** When you exit SPPS Web, you are still logged onto the Internet.

SPPS Web Navigating Features

This section reviews these basic features and describes others that are specific to the SPPS Web application.

For more information see:

Menu Bar

The menu bar appears below the title bar on all SPPS Web pages. Each menu bar displays command buttons for processing and/or viewing transactions. When a command button is selected, a specific action is initiated, depending on the page you are currently working in and/or the function you are performing.

Note**:** Options shown in gray are not available for use and do not respond to selection.

Tool Buttons

Tool Buttons are available at the bottom of all SPPS Web pages to offer the user additional help with SPPS Web.

- Privacy Policy provides the user with security information specific to SPPS Web.
- Contact Us receives communication from users pertaining to the use of SPPS Web.

Menus

SPPS Web operates with various menus depending on the page you are currently working in and/or the function you are performing. The menu allows users to select the correct value from a list of valid values for that field.

Radio Buttons

Round buttons called radio buttons are used to select the data that will be placed in a field; select options, such as a data category; or specify selection criteria, such as a data category for a particular search.

Check Boxes

Check boxes are used to select an option such as a data category during a computation process and to indicate when specific data has been verified.

Using SPPS Web

This section contains information for navigation in SPPS Web.

This section includes the following topics:

Searching for Record Details

Before establishing a record or adjusting record details, you must search for the related transaction, regardless of the entry system in which it was initiated. The search may be performed by a specific SSN, organizational structure (Agency and personnel office identifier (POI)), or user ID.

To Search for a Transaction:

1. At the SPPS Web database, select ***Adjustment List***. The Adjustment List page is displayed.

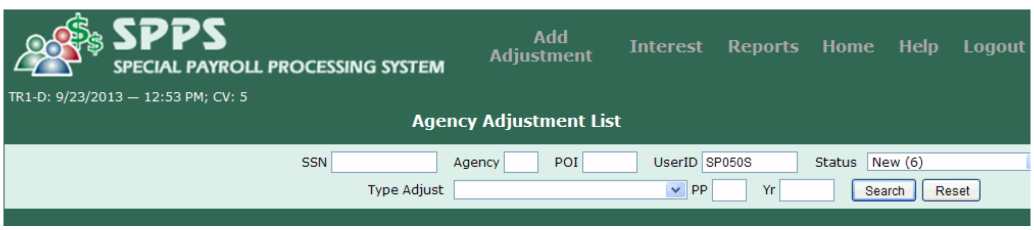

Figure 7: Adjustment List Page

2. Complete the applicable fields on the Adjustment List page.

   SSN (see "***SSN Field Instruction***" on page 98)

   Agency (see "***Agency Field Instructions***" on page 86)

   POI (see "***POI Field Instruction***" on page 96)

   User ID (see "***User ID (View) Field Instruction***" on page 101)

   Status (see "***Status Code Field Instruction***" on page 99)

   Type Adjust (see "***Type Adjustment Code Field Instructions***" on page 100)

   PP (see "***Pay Period Field Instruction***" on page 95)

Yr (see "***Year Field Instruction***" on page 102)

3. After completing the fields, select **Search**. If any transactions have been processed for the employee based on the search criteria, they are displayed. The Status code field (Status) on the Adjustment List page indicates the status of transactions during the current processing period.

   OR

   If no transaction is found, the message *No documents found for search criteria*, will display. A transaction must be established in SPPS Web before the requested change can be implemented.

Establishing Payment and Adjustment Records

This section contains information for establishing payments and adjustment record details.

For more information see:

Establishing Payment Records

When a request for action is established in SPPS Web, it must include the name, phone number, and email address of an Agency contact to obtain information. The contact information is required before a transaction can be saved.

To Establish a Payment Record

1. At the SPPS Web database, select ***Adjustment List***, the Adjustment List page is displayed.

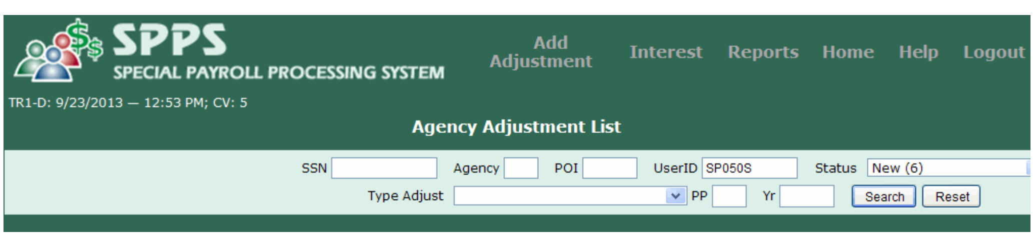

Figure 8: Adjustment List Page

2. Select ***Add Adjustment***, the Add Adjustment page is displayed.

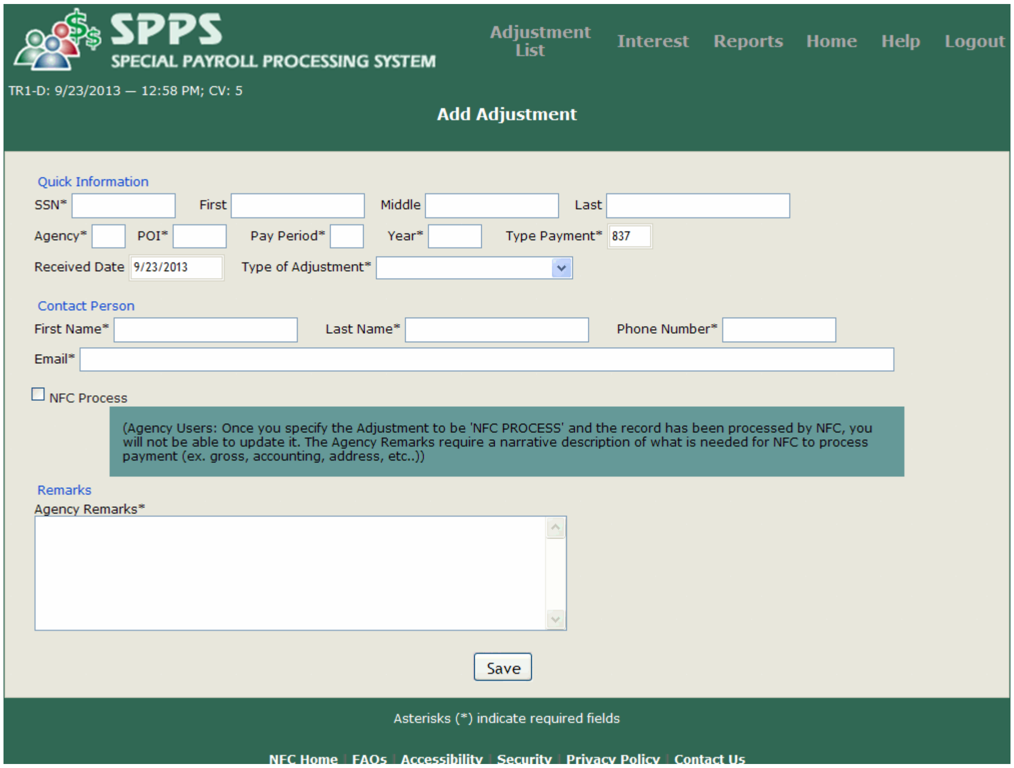

Figure 9: Add Adjustment Page

3. Complete Add Adjustment page fields.

Note: The completion of the Type of Adjustment field determines which transaction page will be displayed to continue processing the request for action.

SSN (see "***SSN Field Instruction***" on page 98)

First (see "***First Name Field Instructions***" on page 92)

Middle (see "***Middle Name Field Instruction***" on page 93)

Last (see "***Last Name Field Instructions***" on page 93)

Agency (see "***Agency Field Instructions***" on page 86)

POI (see "***POI Field Instruction***" on page 96)

Pay Period (see "***Pay Period (Add Adjustment Only) Field Instruction***" on page 95)

Year (see "***Year Field Instruction***" on page 102)

Type Payment (see "***Type Payment Field Instructions***" on page 101)

Received Date (see "***Received Date Field Instruction***" on page 97)

Type of Adjustment (see "***Type of Adjustment Field Instruction***" on page 100)

First Name (see "***Contact Person: First Name Field Instruction***" on page 90)

Last Name (see "***Contact Person: Last Name Field Instruction***" on page 90)

Phone Number (see "***Contact Person: Phone Number Field Instruction***" on page 90)

Email (see "***Contact Person: Email Field Instruction***" on page 90)

NFC Process (see "***NFC Process Field Instruction***" on page 94)

Agency Remarks (see "***Agency Remarks Field Instruction***" on page 86)

4. After the information is entered, select **Save** to apply the information and establish the record. The page for the applicable transaction (e.g., annual/restored leave, settlement backpay, etc.) will display to continue establishing the record, unless the record is selected to be released to NFC.

5. After the record is released to NFC for processing, the Manage Adjustments page is displayed.

Note: (1) For further instructions on releasing a record to NFC for processing, see To Release a Transaction to NFC for Processing below. (2) If more than one action must be processed for the same pay period, follow the instructions above to enter the next action on the Add Adjustment page. Select **Save** to apply the information and establish the record. The message *Accept Add Duplicate* will display. Select **Accept**. Then select **Save** to add the next action.

To Release a Transaction to NFC for Processing:

Note: Once the user specifies that the payment or adjustment is to be processed by NFC, only NFC will be able to make future updates to the record.

1. After the information has been entered and saved on the Adjustment List page, the Manage Adjustments page is displayed. The message *Adjustment Successfully Added* is displayed.

2. Select **OK** to release the record. The Status field changes to **7**, Release to NFC. The request cannot be deleted or changed once it is a Status **7**.

Deleting Record Details

SPPS Web allows users to permanently delete a specific payment or adjustment transaction from an employee's record and the SPPS Web database.

Note: After a transaction has been processed, you **cannot** delete the transaction from SPPS Web.

To Delete a Payment or Adjustment Transaction:

1. Search for the related transaction using the instructions under Searching for Record Details. The Adjustment List page is displayed showing all transactions for the specified employee.

2. Select the icon next to the SSN for the transaction that is being removed. The message *Are You Sure You Want to Delete This Adjustment?* is displayed.

3. Select **OK** to delete the transaction from the employee's record and the SPPS Web database.

OR

4. Select **Cancel** to cancel the action.

Managing Record Details

For more information see:

Updating Record Details

SPPS Web allows users to update payment or adjustment details related to the following requests for action:

- Annual/restored leave
- Cash awards/special bonuses
- Compensatory time
- Credit hours
- Miscellaneous payments and adjustments
- Settlement backpayments (settlement backpay) cases
- Student loan repayments

To Update Record Details:

1. Search for the related transaction using the instructions under Searching for Record Details. The Adjustment List page is displayed showing all transactions for the specified employee.

   Note: If the search does not return the specified transaction, the transaction must be established in the system before the payment or adjustment record can be processed.

2. Select the SSN for the transaction that is to be adjusted. The selected transaction page is displayed.

   Note: If accounting is being established for the transaction, the message *Accounting Hours and Rates from the Payroll Database* will display. Select **SAVE** when you have reviewed and entered in the relevant information. Select **OK** to clear.

3. Complete the field as indicated for the specified transaction page (i.e., Annual/Restored Leave Payments page).

   Note: (1) Amount fields must be balanced before a checkmark will display in the ***Balance Indicator*** check box. The net amount is calculated based on the gross amount entered plus any interest amount minus the tax deductions calculated. (2) To view computations, the ***Balance Indicator*** check box must contain a checkmark. (3) To certify a transaction, an address check must be completed, calculations must be balanced, and computations must be confirmed. (4) To approve a transaction, it must be certified.

4. Select **Save** to apply the changes and establish or update the record.

   Note: After the transaction has successfully processed, the ***Address Checked***, ***Balance Indicator***, and ***Computation Checked*** check boxes on the transaction page will each display a checkmark to confirm the accuracy of the details that were entered.

   OR

5. Select **Close** to cancel the action.

For more information see:

Adding Attachments

This topic has been updated to reflect adding information for the new Attachment tab.

The Attachment tab contains a drop-down list, enabling users to attach supporting documentation.

Note: This does not apply to users with read-only access.

To Use the Attachments Tab:

1. Search for the related transaction using the instructions under Searching for Record Details. The Adjustment List page is displayed, showing all transactions for the specified employee.

Note: If the search does not return the specified transaction, the transaction must be established in the system before the payment or adjustment record can be processed.

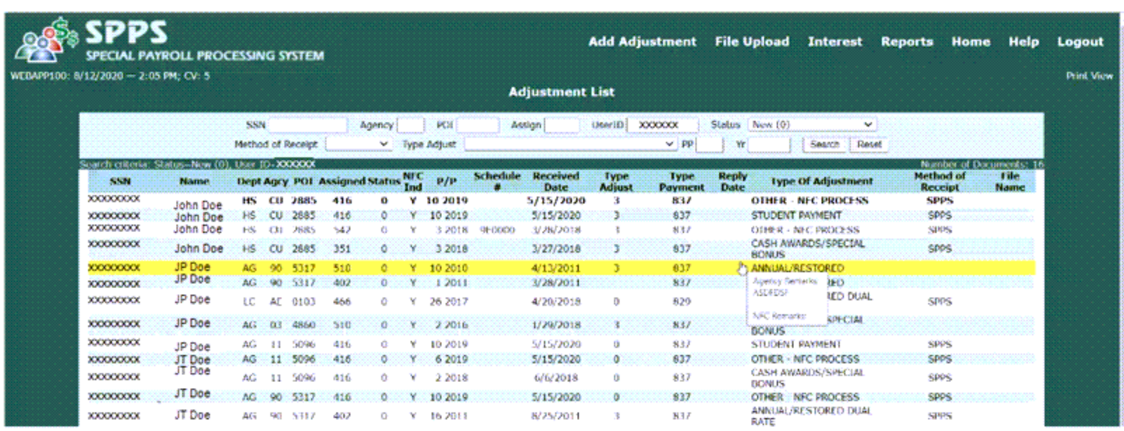

Figure 10: Adjustment List

2. Select the Social Security Number (SSN) for the transaction that requires an attachment to be added. The selected transaction page with the Attachment tab is displayed.

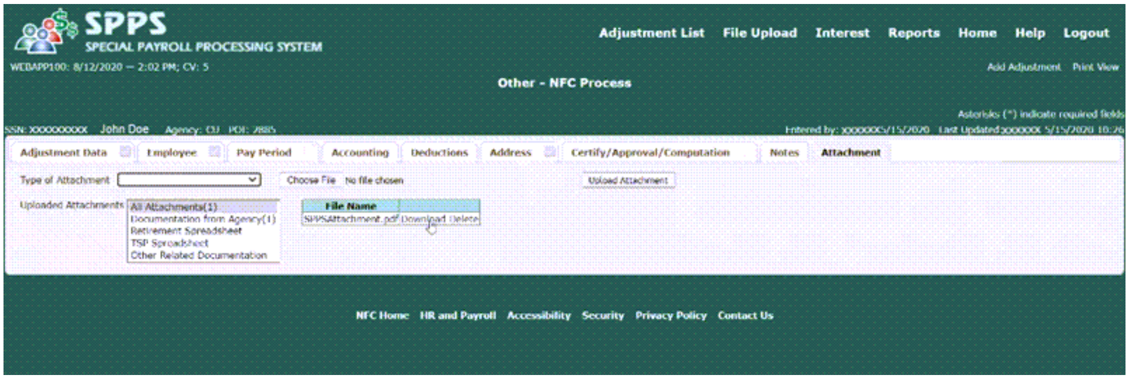

Figure 11: Attachment Tab

3. Select the type of attachment from the drop-down list. Valid values are:

   - **`Documentation from Agency`**
   - **`Retirement spreadsheet`**
   - **`Thrift Savings Plan (TSP) spreadsheet`**
   - **`Other related documentation`**

4. Select the **Choose File** button. A file dialog appears to select the document to be attached.

5. Select the document to be attached. The document is now displayed in the list of uploaded attachments.

Anyone authorized to submit or process a request in SPPS Web will have access to attach a document. There is no limit to the number of documents that can be attached.

Attached documents will only be removable by authorized personnel with approved security access. Agencies will have the ability to remove documents that they have previously attached prior to releasing to NFC for processing.

Note: Only the Payroll Processing Branch (PaPB) will be able to remove a document attached by PaPB.

Once payments are certified, only PaPB will be allowed to attach additional Retirement and TSP spreadsheets.

All attached documentation will be viewable to the Agency and PaPB indefinitely.

Checklist for Restorations and Back Pay Settlement Cases

Restoration/back pay settlement cases, other than those for compensatory damages only, should be submitted to the NFC PaPB for manual processing via SPPS Web. Any information or documents that pertain to the specific case should be provided to PaPB by an authorized Agency representative. These documents can be uploaded to the SPPS Web request by using the Attachment tab and selecting **`Other Related Documentation`**. To ensure accurate and timely processing, the employing Agency or Agency Servicing Office should review the checklist below prior to submitting a request to PaPB.

Note: This checklist is for informational purposes. Only documents containing the settlement case information should be submitted into SPPS Web.

- Inclusive dates of the adjustment period for back pay
- Accounting code(s) and Business Event Type Code (BETC)(s) to credit/debit the Agency
- Breakdown of salary rates, hours, and type of pay for the inclusive period of adjustment by pay period and year
- Base pay, transaction code(s) (TC), rate, and hours
- Overtime, TC(s), rate, and hours
- Differentials, TC(s), rate, and hours
- Amount of “outside earnings," if any, for the period of adjustment (“outside earnings” does not include unemployment compensation)
- Amount of OPM annuity, if any, to be reimbursed to OPM
  - No annuity to be reimbursed to OPM
  - Amount of annuity to be reimbursed to OPM

Note: The Agency must provide amount of annuity, OPM claim number, OPM payee information, and the OPM mailing address.

- Instructions on the deductions of optional benefits
- Life insurance (confirm the options)
- Health insurance (confirm the code)
- TSP/401k (confirm if Federal or non-Federal and codes/options)
- Federal TSP instructions
  - Yes, TSP should be deducted from payment. NFC TSP liaisons have been contacted through ServiceNow (Government Employees Services Division (GESD), PAD (Payroll Accounting Directorate), Tax and Benefits Processing Branch (TBPB), TSP Assignment Group) to determine maximum contributions, catch-up, hardship status, or other factors that affect posting of funds to the employee’s TSP account.

  - No, TSP should not be deducted from payment.
- Confirm the mandatory deductions, as applicable, to be deducted from the settlement/back pay case
- Federal, State, and/or municipality taxes (confirm State and/or municipality)
- Social Security and/or Medicare taxes
- Federal retirement contributions (confirm coverage code)
- Instructions to collect for separation payments (lump sum payment for annual leave, separation incentive), if any, from back pay
- Instructions to collect unemployment compensation, if applicable, from back pay, and the payee address and claim number to reimburse the State
- Verification of any outstanding debts in ABCO that may impact the payment to the employee
  - Yes, there is an outstanding debt in ABCO that should be collected from the payment.
  - No, there are no outstanding debts in ABCO that should be collected from the payment.
- Identification of the case as back pay awarded under a statute, if applicable, and stating the specific statute for reporting to the Social Security Administration
  - Yes, the settlement was awarded under a statute, and a copy of the Merit Systems Protection Board (MSPB) decision will be submitted to NFC.
  - No, the settlement was not awarded under a statute.
- Instructions to pay interest, if the Agency determines the employee is entitled
  - Yes, employee is entitled to interest on back pay.
  - No, employee is not entitled to interest on back pay.
- Routing and account numbers of the recipient, if payment is to be made via direct deposit/electronic funds transfer (DD/EFT)
- Mailing address of the recipient, if payment is to be made by hardcopy check
- Tax ID, mailing address, and amount of attorney fees (if applicable)

Updating Check Mailing Addresses

SPPS Web allows users to update and/or verify check mailing addresses and financial institution/organization details related to payment or adjustment transactions.

SPPS Web obtains check mailing addresses or financial institutions/organizations from details stored in the PPS database. While the details are used to process payment and/or adjustment transactions in SPPS Web, no changes occur to the address in the PPS database. For more information on check mailing addresses, see Information Research/Inquiry System (IRIS) Program IR124, Address/Check Information.

To Update Check Mailing Address or Financial Institution/Organization Details:

1. Search for the related transaction using the instructions under Searching for Record Details. The Adjustment List page is displayed showing all transactions for the specified employee.

Note: If the search does not return the specified transaction, the transaction must be established in the system before the payment or adjustment record can be processed.

2. Select **Address**. The Check Mailing Address page is displayed.

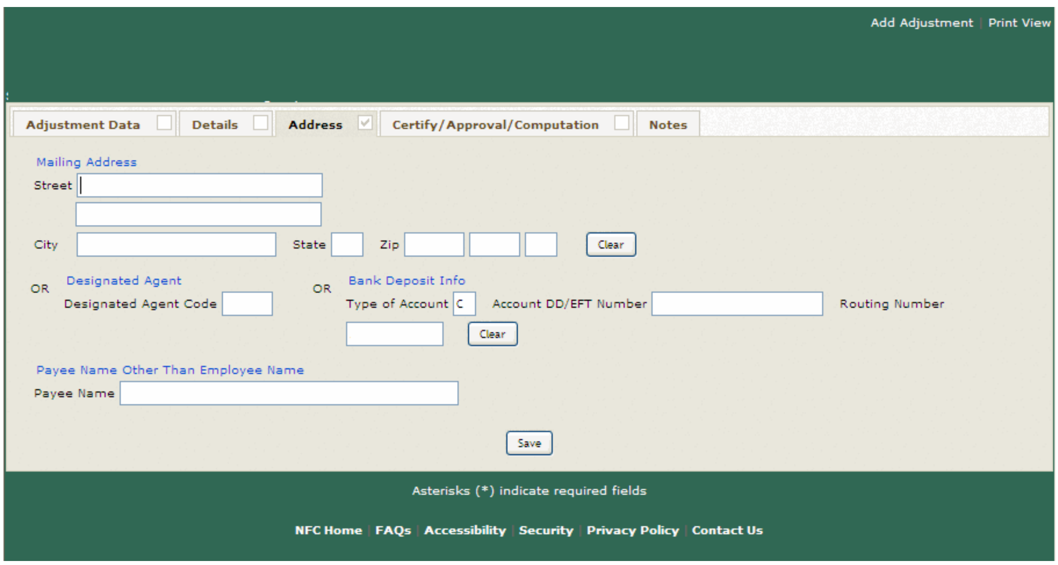

Figure 12: Check Mailing Address Page

3. Complete the fields as indicated for the specified transaction page.

4. Select **Clear** to remove mailing address information if the Routing Information section contains a route and account number.

5. Complete the applicable fields on the Check Mailing Address page.

Street (see "***Check Mailing Street Address Field Instruction***" on page 88)

City (see "***City Field Instruction***" on page 89)

State (see "***State Field Instruction***" on page 98)

Zip Code (see "***Zip Code Field Instruction***" on page 102)

Designated Agent Code (see "***Designated Agent Code Field Instruction***" on page 91)

Type of Account (see "***Bank Deposit Type of Account Field Instruction***" on page 87)

Account DD/EFT Number (see "***Account DD/EFT Number Field Instructions***" on page 85)

Routing Number (see "***Routing Number Field Instruction***" on page 97)

Payee Name (see "***Payee Name Field Instruction***" on page 96)

6. After the information is entered, select **Save** to apply the information and update the record. After the transaction has successfully processed, a checkmark will display in the ***Address Checked*** check box of the applicable transaction page (i.e., Annual/Restored Leave Payment page) to indicate that an address verification was performed.

   OR

   Select any **Tab** to cancel the action and return to a previous screen.

Viewing Computation and Accounting Details

SPPS Web allows users to view the gross-to-net calculations that were performed when the transaction was established, updated, and/or credited. However, these details are only viewed after the transaction has successfully processed.

The following tax categories are used to process payment and adjustment transactions in SPPS Web:

- Federal
- State
- City
- County
- Social Security
- Medicare

Note:The city and county flat tax rate are based on the prescribed rate for each city and county.

To View Computations and Accounting Details:

1. Search for the related transaction using the instructions under **Searching for Record Details**. The Adjustment List page is displayed showing all transactions for the specified employee.

Note: If the search does not return the specified transaction, the transaction must be established in the system before the payment or adjustment record can be processed.

2. Select the SSN for the transaction that is to be viewed. The selected transaction page is displayed.

3. Select **Certify/Approval/Computation**. The Certify/Approval/Computation page is displayed.

Note: After the transaction has been viewed, a check mark will display in the **Computation Checked** check box of the applicable transaction page (i.e., Annual/Restored Leave Payment page) to indicate that a computation verification was performed.

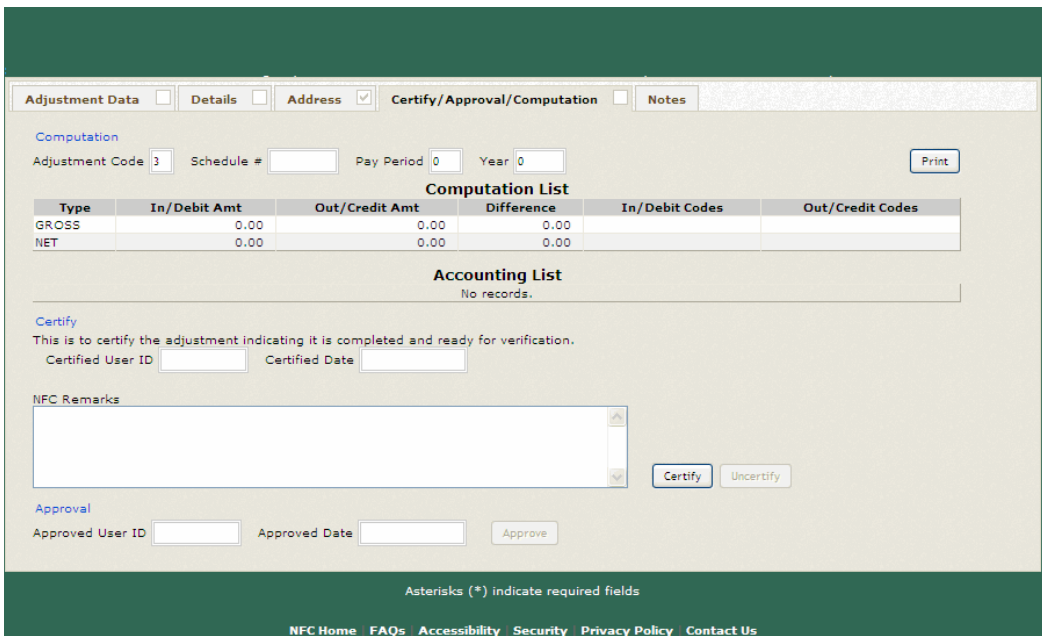

Figure 13: Certify/Approval/Computation Page

The following fields are displayed.

Type (see "***Type Field Instruction***" on page 100)

In/Debit Amt (see "***In/Debit Amount Field Instruction***" on page 92)

Out/Credit Amt (see "***Out/Credit Amount Field Instruction***" on page 95)

Difference (see "***Difference Field Instruction***" on page 91)

In/Debt Codes (see "***In/Debit Codes Field Instruction***" on page 92)

Out/Credit Codes (see "***Out/Credit Codes Field Instruction***" on page 95)

Certified User ID (see "***Certify User ID Field Instruction***" on page 88)

Cetrtified Date (see "***Certified Date Field Instruction***" on page 88)

NFC Remarks (see "***NFC Remarks Field Instruction***" on page 94)

4. Select **Close** to return to the previous page.

Certifying/Uncertifying a Transaction

SPPS Web allows users to certify or uncertify payments and adjustments prior to being system processed in SPPS Web. The certify/uncertify function on the transaction page indicates if a request for action has been received, the required data has been entered, and the record is ready for system verification, prior to approval.

To Certify/Uncertify a Transaction:

1. Search for the related transaction using the instructions under Searching for Record Details. The Adjustment List page is displayed showing all transactions for the specific employee.

   Note: If the search does not return the specified transaction, the transaction must be established in the system before the payment or adjustment record can be processed.

2. Select the SSN for the transaction that is to be certified. The selected transaction page is displayed.

3. Select **Certify/Approval/Computation**. The Certify/Approval/Computation page is displayed.

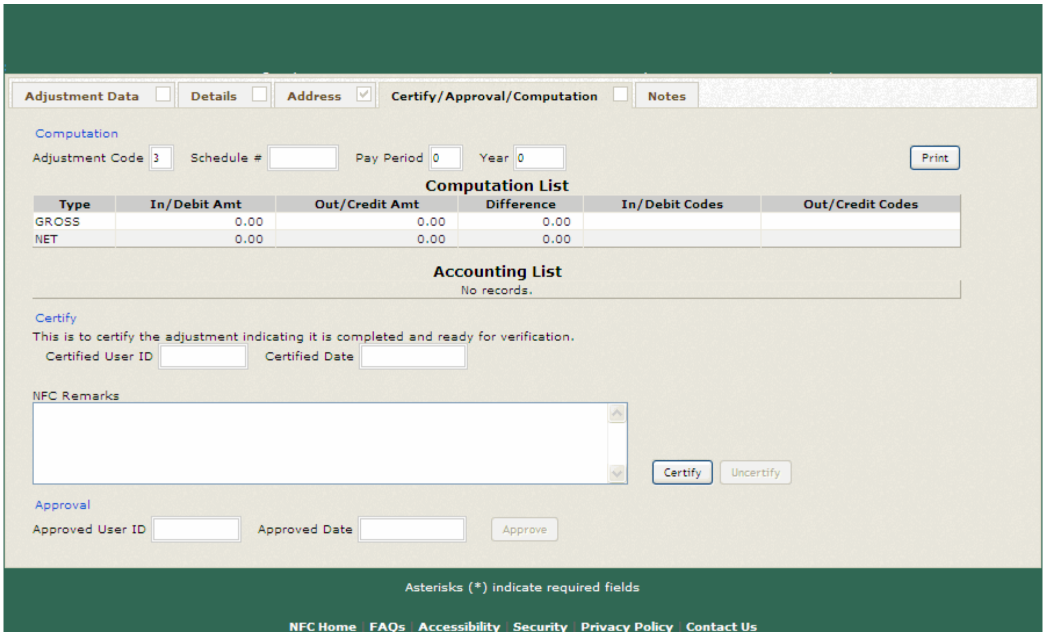

Figure 14: Certify/Approval/Computation Page

Note: To certify the transaction, the ***Address Checked***, ***Balance Checked***, and ***Computation Checked*** check boxes on the applicable transaction page (i.e., Annual/Restored Leave Payment page) must each contain a checkmark to indicate that the information has been validated.

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4. Complete the applicable fields on the Certify/Approval/Computation page.

Certify User ID (see "***Certify User ID Field Instruction***" on page 88)

Certified Date (see "***Certified Date Field Instruction***" on page 88)

NFC Remarks (see "***NFC Remarks Field Instruction***" on page 94)

Note: Information entered in the Remarks field will be system generated on the Manage Adjustments page as NFC remarks.

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5. After the information is entered, select **Certify** to confirm that the transaction has been successfully entered in SPPS Web and is ready for system verification, prior to approval.

Note: After the certification process has successfully completed, the Certified By field on the applicable transaction page (i.e., Annual/Restored Leave Payment page) will display the user ID of the individual who certified the transaction. The Status Code field on the Manage Adjustments page will change to **3**, certified, and is ready to be scheduled for payment, or **2**, awaiting approval, prior to being scheduled for payment.

OR

Select **Uncertify** to confirm that the transaction is not complete or ready for system verification.

Note: (1) The transaction can only be uncertified after it has been certified and before it has been processed. (2) The record cannot be uncertified if the Status Code field on the Manage Adjustments page equals **1**, payment processed. (3) After the transaction is uncertified, the Certified By and Approved By fields on the Certify Adjustment page are cleared.

OR

Select **Cancel** to cancel the action and return to a previous page.

Approving a Transaction

SPPS Web allows supervisors and authorizing officials to approve payment and adjustment transactions prior to being processed in SPPS Web. The transaction must be certified before it is approved. The approval function, on the transaction page, indicates validated authorization after the transaction has been certified and the check mailing address/financial institution/organization information has been reviewed.

Payments for approved records will be processed and disbursed on the next manual pay schedule. SPPS Web payments are processed Monday through Friday, excluding holidays. The payments update PINQ Program PQ032, Payroll Listing, after the next process of PAYE.

To Approve the Transaction:

1. Search for the related transaction using the instructions under Searching for Record Details. The Adjustment List page is displayed showing all transactions for the specified employee.

Note: If the search does not return the specified transaction, the transaction must be established in the system before the payment or adjustment record can be processed.

2. Select the SSN for the transaction that is to be approved. The selected transaction page is displayed.

3. Confirm that the transaction has been certified and is ready to be schedule for payment or adjustment.

4. Select **Approval** to approve the processing of the payment or adjustment transaction. After the transaction has been successfully approved, the Approved By field on the applicable transaction page will display the user ID of the individual who approved the transaction. The Status Code field on the Manage Adjustments page will change to **3**, certified.

5. Select **Close** to return to the previous page.

Note: Do not select **Save**. If **Save** is selected, the transaction will be uncertified and unapproved.

Viewing Transaction Details

SPPS Web allows users to view completed payment and adjustment details on transaction pages. These details are viewed only after the transaction has been successfully entered.

To View Transaction Details:

1. Search for the related transaction using the instructions under Searching for Record Details. The Adjustment List page is displayed showing all transactions for the specified employee.

Note: If the search does not return the specified transaction, the transaction must be established in the system before the payment or adjustment record can be processed.

2. Select the SSN for the transaction that is to be viewed. The selected transaction page is displayed.

3. Select **Payment Summary**. The Payment Summary for the selected transaction is displayed.

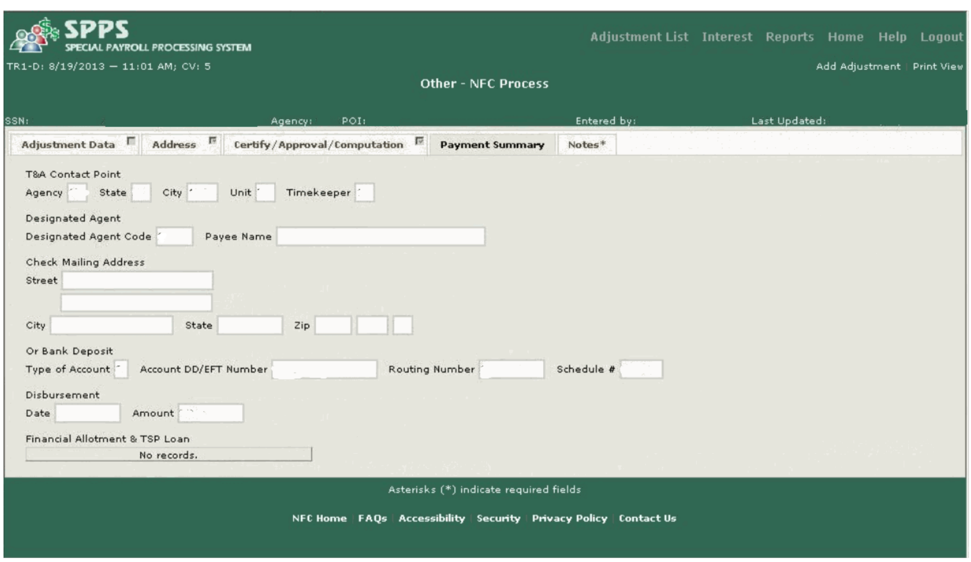


Figure 15: Payment Summary Page

The following fields are displayed.

Agency (see "***Agency Field Instructions***" on page 86)

State (see "***State Code Field Instruction***" on page 98)

City (see "***City Code Field Instruction***" on page 89)

Unit (see "***Unit Field Instruction***" on page 101)

Timekeeper (see "***Timekeeper Field Instruction***" on page 99)

Designated Agent Code (see "***Designated Agent Code Field Instruction***" on page 91)

Payee Name (see "***Payee Name Field Instruction***" on page 96)

Street (see "***Check Mailing Street Address Field Instruction***" on page 88)

City (see "***City Field Instruction***" on page 89)

State (see "***State Field Instruction***" on page 98)

Zip (see "***Zip Code Field Instruction***" on page 102)

Type of Account (see "***Bank Deposit Type of Account Field Instruction***" on page 87)

Account DD/EFT Number (see "***Account DD/EFT Number Field Instructions***" on page 85)

Routing Number (see "***Routing Number Field Instruction***" on page 97)

Schedule # (see "***Schedule Number Field Instruction***" on page 97)

Disbursement Date (see "***Disbursement Date Field Instruction***" on page 91)

Disbursement Amount (see "***Disbursement Amount Field Instruction***" on page 91)

4. To return to any page, select **Tab**.

Adding Remarks

SPPS Web allows users to document specific instructions that relates to the transaction being processed.

To Establish Remarks:

1. Search for the related transaction using the instructions under Searching for Record Details. The Adjustment List page is displayed showing all transactions for the specified employee.

   Note: If the search does not return the specified transaction, the transaction must be established in the system before the payment or adjustment record can be processed.

2. Select the SSN for the transaction that will include the specific instructions. The Notes page is displayed.

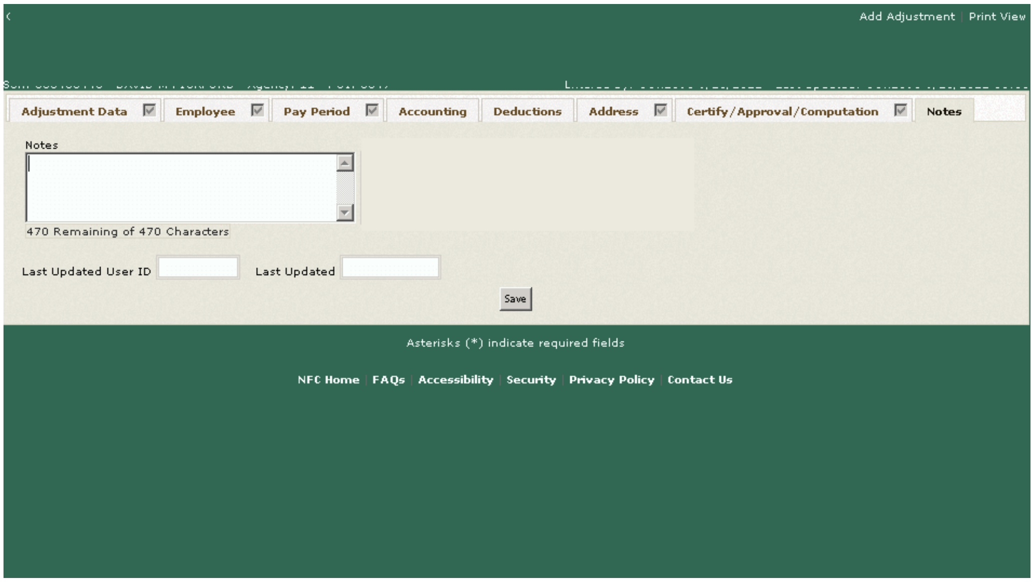


Figure 16: Notes Page

3. Complete the applicable fields on the Notes Page.

   Notes (see "***Notes Text Field Instruction***" on page 94)

   Last Updated User ID (see "***Last Updated User ID Field Instruction***" on page 93)

   Last Updated (see "***Last Updated Field Instruction***" on page 93)

4. After the information is entered, select **Save** to apply the information and update the record.

Note: After the information has successfully processed, the user IDs of the individuals who entered and updated the last payment or adjustment information are displayed at the bottom of the Remarks/Notes page.

OR

Select any **Tab** to cancel the action and return to a previous screen.

Updating Annual/Restored Leave Details

Annual leave is time accumulated by an employee during the current leave year beginning with the first day of the first complete pay period in the calendar year and ending with the day immediately before the first day of the first complete pay period in the next calendar year.

The eligibility to earn annual leave is based on the employee's type of appointment and type of employment. A full-time employee may earn annual leave during a full biweekly pay period while in a pay status or in a combination of a pay status and a non-pay status. However, an employee who is not on the rolls for a complete period, excluding holidays and non-workdays, does not accrue leave.

Full-time employees may accumulate a maximum of 30 days of annual leave per year. Certain employees stationed at an overseas or foreign post of duty are entitled to carry forward from one leave year to another a maximum annual leave accumulation of 45 days. The amount of accumulated and accrued annual leave is determined by the:

- Date of entry on duty.
- Date of arrival at the post or assignment.
- Date of departure from the post or assignment.
- Date on which final administrative approval is given to change the duty station from which the employee was recruited or transferred.

Part-time employees with a regular tour of duty of one or more days during each administrative workweek and part-time employees on a flexible work schedule on a biweekly work schedule earn annual leave as follows:

- An employee with less than 3 years of service earns 1 hour of annual leave for each 20 hours in a pay status.
- An employee with 3 but less than 15 years of service earns 1 hour of annual leave for each 13 hours in a pay status.
- An employee with 15 years or more of service earns 1 hour of annual leave for each 10 hours in a pay status.
- Part-time employees may accumulate not more than 240 or 360 hours of annual leave on the same basis that a full-time employee may accumulate 30 or 45 days of annual leave.

Employees paid other than on a biweekly pay period basis earn annual leave on a pro rata basis for a full pay period in the following circumstances:

- Transfer between positions (dual appointments between two Agencies) with different pay periods.
- Interruption of service by a non-leave-earning period.
- Change in the type of employment from full-time to intermittent or vice versa.
- Statutory or regulator restoration rights restored after service in the Armed Forces.

Each pay period, annual leave is recorded on the employee's T&A record as a method of documenting his/her leave records. The record includes leave brought forward from the prior pay period, earned, available, used for the processing pay period, and balance to date. At the beginning of each new calendar year, the annual leave is brought forward from the last pay period of the prior year. If an employee's annual leave hours exceeds the annual leave ceiling, the excess must be restored or forfeited. For more information, see Title 5, United States Codes (USC) 6304.

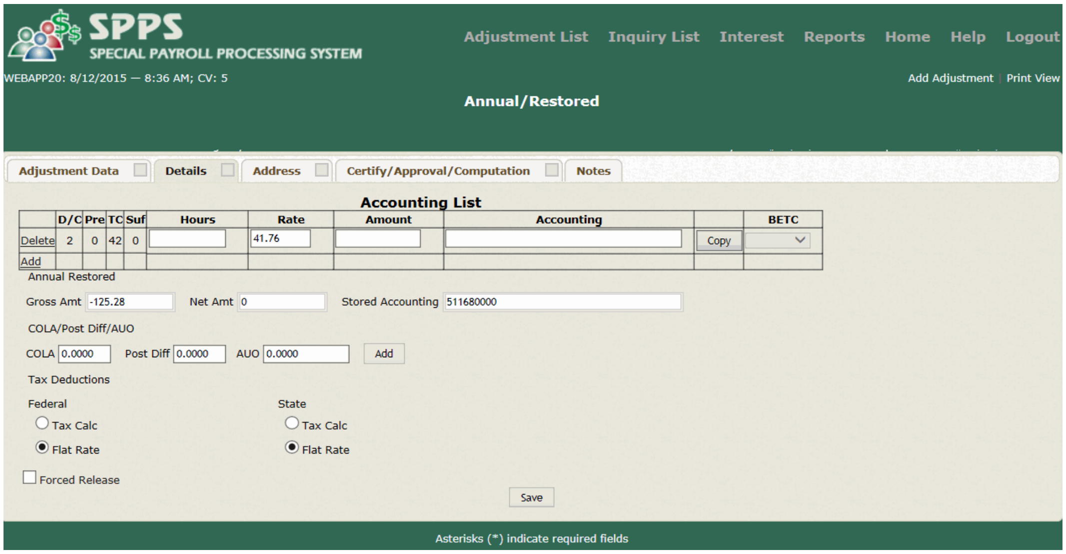


Figure 17: Annual/Restored Leave Payment Page

1. Complete the applicable fields.

   D/C (see "***Debit/Credit (D/C) Field Instruction***" on page 90)

   Prefix (see "***Prefix Field Instruction***" on page 96)

   TC (see "***Transaction Code (TC) Field Instruction***" on page 99)

   Suffix (see "***Suffix Field Instruction***" on page 99)

   Hours (see "***Hours Field Instruction***" on page 92)

   Rate (see "***Rate Field Instruction***" on page 97)

   Amount (see "***Amount Field Instruction***" on page 87)

   Accounting (see "***Accounting Field Instruction***" on page 86)

   BETC (see "***Business Event Type Code (BETC) Field Instruction***" on page 87)

   For Dual Payments Only complete the following.

   Base Contract Salary (see "***Base Contract Salary Field Instruction***" on page 87)

   New Adjusted Salary (see "***New Adjusted Salary Field Instruction***" on page 94)

Gross Amt (see "***Gross Amount Field Instruction***" on page 92)

Net Amt (see "***Net Amount Field Instruction***" on page 93)

Stored Accounting (see "***Stored Accounting Field Instruction***" on page 99)

COLA (see "***COLA Field Instruction***" on page 89)

Post Diff (see "***Post Differential Field Instruction***" on page 96)

AUO (see "***AUO Field Instruction***" on page 87)

Federal Tax Calc (see "***Federal Tax Calculation Field Instructions***" on page 92)

State Tax Calc (see "***State Tax Calculation Field Instruction***" on page 99)

Flat Rate (see "***Flat Rate (Federal and State) Field Instruction***" on page 92)

The TC and Rate fields are system generated in the Accounting List section of the page. If the employee has annual/restored leave on the database, the Hours field will be system generated. If the employee has COLA, Post Differential, or AUO, the percentages will be system generated.

2. At the Annual/Restored Leave Payments page, perform one of the following functions:

- To delete accounting from a record, select **Delete** next to applicable line of accounting. To confirm the delete, select **SAVE**. All transaction codes, except TC 42, will be displayed. If the accounting line is for TC 42, the message *Deleting TC-42 accounting line will cause the deletion of all COLA, Post Dif, and AUO accounting lines. Are you sure you want to delete?* is displayed. Select **OK** to remove the line of accounting from the employee's record and the SPPS Web database.

OR

- To add accounting, type the number equivalent to the rows of accounting that are to be entered andselect **Add**. A row of blank fields equivalent to the number entered will display in the Accounting List section of the page. Complete the fields as indicated under Annual/Restored Leave Payments Page Field Instructions.

Note: (1) Accounting must validate against MASC if stored accounting is to be used. Select **Copy** to copy stored accounting information from one pay period record to the pay period record being processed. (2) Accounting for TC 42 (LSP) must be included in the Accounting List section to process a transaction for TC 41 (AUO), TC 45 (COLA), and/or TC 46 (LSP).

1. After completing all functions, select **Save** to apply all changes and update the record. The message *TINQ leave hours from database.* is displayed. Select **OK**.

Restore Annual Leave

When an employee’s annual leave has been forfeited due to an administrative error, exigencies of the public business (necessary work performed in lieu of scheduled leave), or sickness, it must be restored or forfeited. Restored leave is established using Form AD-582, Authorization for Restored Annual Leave Under P. L. 93-181 or P. L. 94-174, to process and update the leave on the Payroll/Personnel database. The leave must be scheduled and used within the time limit prescribed by Federal laws and Departmental regulations. Restored annual leave must be scheduled and used no later than the end of the leave year ending two years after the date (1) of the restoration due to administrative error, (2) fixed by an authorized official as the termination date of the exigency of the public business which resulted in forfeiture, or (3) the employee is determined to be recovered and is able to return to duty if forfeited due to sickness. For more information, see Title 5 USC 6306.

Dual Rate - Lump Sum Payments (LSP)

Dual rate-lump sum payments are paid to employees who retires or separate from Federal service towards the end of a leave year (i.e., Pay Period 26, 2004), but whose leave carries forward to the next leave year (e.g., Pay Period 01, 2005, and beyond). The amount of leave carried forward to the next leave year must be updated to include the annual pay adjustment received by most Federal employee for the new leave year.

Dual rate-lump sum payments are processed to differentiate between the two rates of pay the employee is entitled to received. One LSP is processed at the employee’s current rate of pay for the leave carried forward through Pay Period 26 of the current leave year. Another LSP is processed for leave used past Pay Period 01 and beyond and includes the rate increase the employee is entitled to receive because of the annual pay adjustment due most Federal employees.

Note: Dual rate-lump sum payments and adjustments are processed by NFC only.

To Update Annual or Restored Leave:

1. Search for the related transaction using the instructions under Searching for Record Details. The Adjustment List page is displayed showing all transactions for the specified employee.

   Note: If the search does not return the specified transaction, the transaction must be established in the system before the payment or adjustment record can be processed.

2. Select the SSN for the transaction that is to be adjusted. The Annual/Restored Leave Payments page is displayed.

   OR

   Select any **Tab** to cancel the action and return to a previous page.

Updating Cash Award/Special Bonus Details

Cash awards and special bonuses are monetary recognitions used to promote organizational and team goals and objectives. The awards can be given to an individual employee or group of employees. The awards are based on the following predetermined criteria:

- Productivity standards
- Performance goals
- Contributions
- Measurements systems
- Award formulas
- Pay out schedules

The following types of awards and bonuses are processed in SPPS Web:

- Superior performance
- Special act or service
- Employee suggestion
- Senior Executive Service (SES) bonus
- Presidential award
- Separation incentive
- Cash award
- Performance bonus
- Incentive pay
- Travel incentive
- Gift certificates

Reminder: Spot awards are **not** processed in SPPS Web.

For descriptions of the types of cash awards and special bonuses that are processed in SPPS Web, see the Types of Awards Table.

Note: SF 50-B, Notification of Personnel Action, is not system generated when a cash award and/or special bonus action is processed.

For more information about awards, see:

- Title 5, USC 4502

- Department of Defense (DoD) 1400.25-M
- IRIS Program IR142, Awards

To Update Cash Award/Special Bonus Details:

1. Search for the related transaction using the instructions under Searching for Record Details. The Adjustment List page is displayed showing all transactions for the specified employee.

Note: If the search does not return the specified transaction, the transaction must be established in the system before the payment or adjustment record can be processed.

2. Select the SSN for the transaction that is to be adjusted. The Cash Awards/Special Bonus page is displayed.

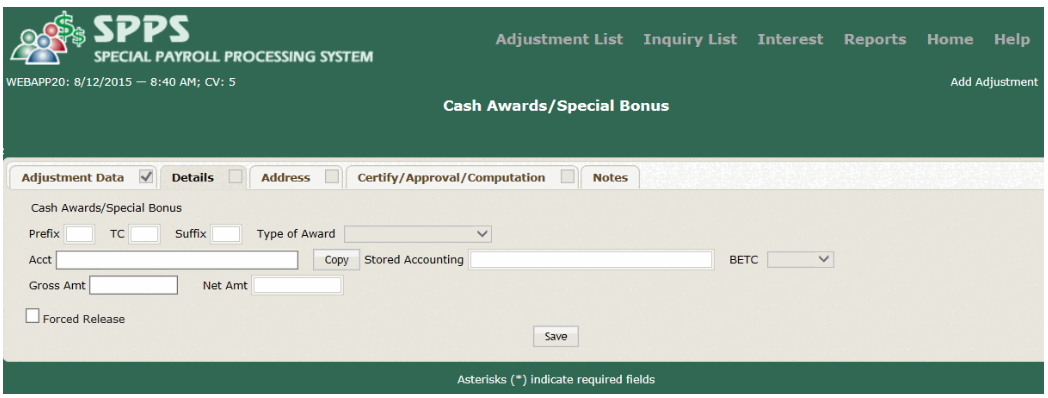


Figure 18: Cash Awards/Special Bonus Page

3. Complete the applicable fields on the Cash Awards/Special Bonus Page.

Note: Accounting must validate against MASC if stored accounting is to be used. Select **Copy** to copy stored accounting information from one pay period record to the pay period record being processed.

Prefix (see "***Prefix Field Instruction***" on page 96)

TC (see "***Transaction Code (TC) Field Instruction***" on page 99)

Suffix (see "***Suffix Field Instruction***" on page 99)

Type of Award

Acct (see "***Accounting Field Instruction***" on page 86)

Stored Accounting (see "***Stored Accounting Field Instruction***" on page 99)

BETC (see "***Business Event Type Code (BETC) Field Instruction***" on page 87)

Gross Amount (see "***Gross Amount Field Instruction***" on page 92)

Net Amount (see "***Net Amount Field Instruction***" on page 93)

4. After completing all functions, select **Save** to apply all changes and update the record.

   OR

   Select any **Tab** to cancel the action and return to a previous page.

Updating Compensatory Time Details

Compensatory time (comp time) is defined as time earned in lieu of payment for an equal amount of time spent in occasional or irregular work or special conditions, in order to cope with special circumstances. Comp time off may be approved (not required) in lieu of regularly scheduled overtime pay for employees including both Fair Labor Standards Act (FLSA) exempt and nonexempt employees and wage employees who are ordered to work overtime hours under flexible work schedules.

Employees who fail to use comp time before the end of the 26th pay period, in the current year it was earned, lose their right to comp time. However, with supervisory approval, comp time not used, due to an exigency of the service beyond the employee's control, shall be paid at the overtime rate in effect at the time it was earned. Payment for comp time must always be charged to the current fiscal year appropriation regardless of the fiscal year in which the overtime was worked.

Compensatory Time for Religious Observance

Comp time advanced for religious observance must be earned by the end of the leave year in which it was granted and must be earned at the first opportunity necessitating overtime work. Comp time for religious observance may be earned two weeks prior to its use and must be repaid by the end of the year in which it was granted. Supervisors are responsible for ensuring that all employees adhere to Federal and Departmental regulations. Comp time advanced for religious observance, not liquidated by the end of the 26th pay period in the current year it was used, should be offset by annual leave or the establishment of a bill.

For more Federal and Departmental regulations on compensatory time, see:

- Title 5 Code of Federal Regulations (CFR) 532.504
- Title 5 CFR 551.531
- Title 5 USC 5543

To Update Compensatory Time Details:

1. Search for the related transaction using the instructions under Searching for Record Details. The Adjustment List page is displayed showing all transactions for the specified employee.

Note: If the search does not return the specified transaction, the transaction must be established in the system before the payment or adjustment record can be processed.

---

2. Select the SSN for the transaction that is to be adjusted. The Compensatory Time Payment page is displayed.

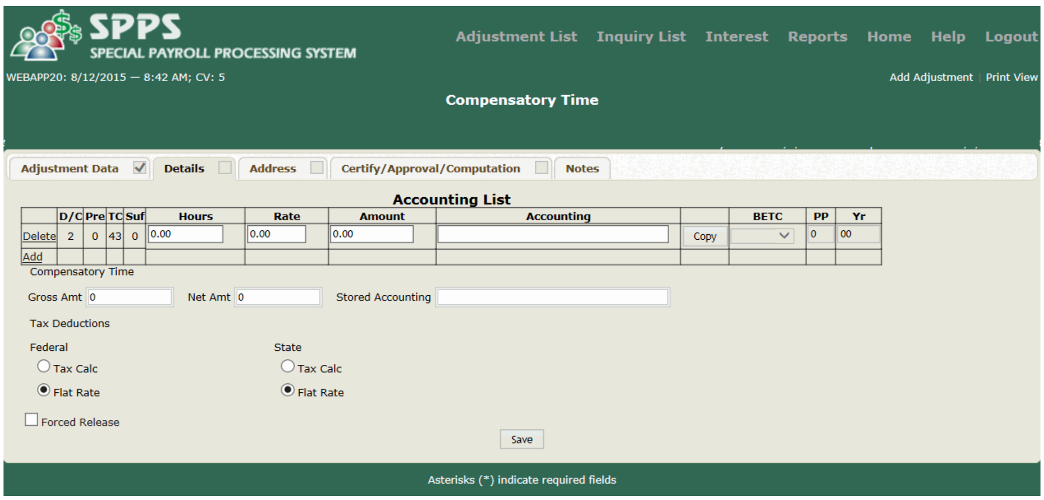


Figure 19: Compensatory Time Payment Page

3. Complete the applicable fields on the Compensatory Time Payment page.

D/C (see "***Debit/Credit (D/C) Field Instruction***" on page 90)

Prefix (see "***Prefix Field Instruction***" on page 96)

TC (see "***Transaction Code (TC) Field Instruction***" on page 99)

Suffix (see "***Suffix Field Instruction***" on page 99)

Hours (see "***Hours Field Instruction***" on page 92)

Rate (see "***Rate Field Instruction***" on page 97)

Amount (see "***Amount Field Instruction***" on page 87)

Accounting (see "***Accounting Field Instruction***" on page 86)

BETC (see "***Business Event Type Code (BETC) Field Instruction***" on page 87)

PP (see "***Pay Period (Add Adjustment Only) Field Instruction***" on page 95)

Yr (see "***Year Field Instruction***" on page 102)

Gross Amt (see "***Gross Amount Field Instruction***" on page 92)

Net Amt (see "***Net Amount Field Instruction***" on page 93)

Stored Accounting (see "***Stored Accounting Field Instruction***" on page 99)

Federal Tax Calc (see "***Federal Tax Calculation Field Instructions***" on page 92)

State Tax Calc (see "***State Tax Calculation Field Instruction***" on page 99)

Flat Rate (see "***Flat Rate (Federal and State) Field Instruction***" on page 92)

4. At the Compensatory Time Payment page, perform one of the following functions:

- To delete accounting from a record, select **Delete** next to applicable line of accounting. *To confirm the delete, click the SAVE button.* will display for all transaction codes except TC 42. Select **OK**. If the line of accounting is for TC 42, the message *Deleting* TC*-42 accounting line will cause the deletion of all COLA,Post Dif, and AUO accounting lines. Are you sure you want to delete?* displays. Select **OK** to remove the line of accounting from the employee's record and the SPPS Web database or any **Tab** to cancel the action.

  OR

- To Add accounting, type the number equal to the rows of accounting that are to be entered and select **Add**. A row of blank fields equal to the number entered will display in the Accounting List section of the page. Complete the fields as indicated under Compensatory Time Payment Page Field Instructions.

Note: (1) Only one accounting line with the same prefix, transaction code, suffix, and accounting classification can be established or adjusted at a time. (2) Accounting must validate against MASC if stored accounting is to be used. Select **Copy** to copy stored accounting information from one pay period record to the pay period record being processed.

5. After completing all functions, select **Save** to apply all changes and update the record.

   OR

   Select any **Tab** to cancel the action and return to a previous page.

Updating Credit Hours Details

Credit hours are hours of work performed in excess of an employee's basic work requirements and which the employee elects to work so as to vary the length of a workday or a workweek.

A full-time employee on a flexible work schedule can accumulate not more than 10 credit hours. A part-time employee can accumulate not more than one-eighth of the hours in the employee's biweekly basic work requirement for carryover from a biweekly pay period, to a succeeding biweekly pay period. Full-time and part-time employees on certain alternate work schedules (AWS) are authorized to earn credit hours with Agency approval and, if applicable, union agreement.

An employee is not paid basic pay or overtime pay for credit hours when they are earned unless, the employee separates or transfers to an Agency which does not allow the use of credit hours. Credit hours are used in a subsequent day, week, or pay period. For more information, see Title 5 USC Section 6101.

To Update Credit Hours Details:

1. Search for the related transaction using the instructions under Searching for Record Details. The Adjustment List page is displayed showing all transactions for the specified employee.

Note: If the search does not return the specified transaction, the transaction must be established in the system before the payment or adjustment record can be processed.

---

2. Select the SSN for the transaction that is to be adjusted. The Credit Hours Payment page is displayed.

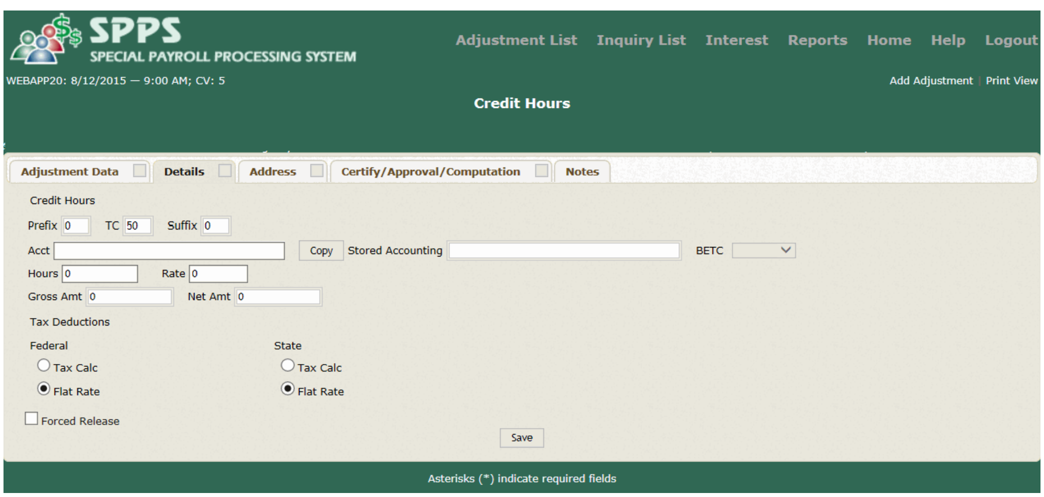


Figure 20: Credit Hours Payment Page

3. Complete the applicable fields on the Credit Hours Payment page.

Note: Accounting must validate against MASC if stored accounting is to be used. Select **Copy** to copy stored accounting information from one pay period record to the pay period record being processed.

Prefix (see "***Prefix Field Instruction***" on page 96)

TC (see "***Transaction Code (TC) Field Instruction***" on page 99)

Suffix (see "***Suffix Field Instruction***" on page 99)

Acct (see "***Accounting Field Instruction***" on page 86)

Stored Accounting (see "***Stored Accounting Field Instruction***" on page 99)

BETC (see "***Business Event Type Code (BETC) Field Instruction***" on page 87)

Hours (see "***Hours Field Instruction***" on page 92)

Rate (see "***Rate Field Instruction***" on page 97)

Gross Amt (see "***Gross Amount Field Instruction***" on page 92)

Net Amt (see "***Net Amount Field Instruction***" on page 93)

Federal Tax Calc (see "***Federal Tax Calculation Field Instructions***" on page 92)

State Tax Calc (see "***State Tax Calculation Field Instruction***" on page 99)

Flat Rate (see "***Flat Rate (Federal and State) Field Instruction***" on page 92)

4. After completing all functions, select **Save** to apply all changes and update the record. Select **OK**.

   OR

   Select any **Tab** to cancel the action and return to a previous page.

Updating Miscellaneous Payment and Adjustment Details

Miscellaneous Payment include a variety of adjustment and payment requests for processing under this function. The following are types of miscellaneous payments and adjustments that are processed in SPPS Web.

- Cancelled/Undeliverable Checks
- Cell Phone Payment Taxable (Federal Housing Finance Board)
- Certification/License Fees
- Cost-of-Living Adjustment (COLA)
- Comparability Taxable
- Customs Officer Pay Reform (COPR) overtime (O/T) double (DBL) base taxable (CU)

- Customs Officer Pay Reform (COPR) overtime (O/T) triple (TRP) base taxable (CU)
- Danger Pay Taxable
- Education Non-Taxable
- Education Taxable
- Examiner Stipend Non-Taxable
- Examiner Stipend Taxable
- Extended Assignment Incentive Taxable
- Foreign Advance Salary Non-Taxable
- Foreign Language Taxable
- Gym/Fitness Reimbursement
- Hazardous Duty Taxable (CP)
- Hazard Pay Differential Taxable
- Health Subsidy Taxable (AJ)
- Holiday Pay Taxable
- Horse Non-Taxable
- Hostile Fire Pay Non-Taxable
- Hostile Fire Pay Taxable
- Life Cycle Account Taxable
- Maxout Overtime for Protection
- Nights Out Stipend
- New York City (NYC) Commutation Stipend (AJ)
- Overseas Tour Renewal Agreement Travel (OTRAT) Taxable
- Overtime Over 8 Taxable
- Overtime Over 40 Night Differential Table
- Overtime Taxable
- Post Allowance Non-Taxable
- Post Differential Taxable
- Quarters Non-Taxable
- Quarters Taxable

- Reassignment Taxable
- Recruitment Taxable
- Relocation Taxable
- Remote Worksite Taxable
- Retention Taxable
- Separate Maintenance Non-Taxable
- Separate Maintenance Taxable
- Standby Administratively Uncontrollable Overtime (AUO) Avail Taxable
- Severance Payment
- Travel Non-Taxable
- Uniform Taxable

For descriptions of the types of miscellaneous payments and adjustments that are processed in SPPS Web, see the Miscellaneous Type Payments and Adjustments Table.

To Update Miscellaneous Payment and Adjustment Details:

1. Search for the related transaction using the instructions under Searching for Record Details. The Adjustments List page is displayed showing all transactions for the specified employee.

   Note: If the search does not return the specified transaction, the transaction must be established in the system before the payment or adjustment record can be processed.

2. Select the SSN for the transaction that is to be adjusted. The Miscellaneous Payment page is displayed.

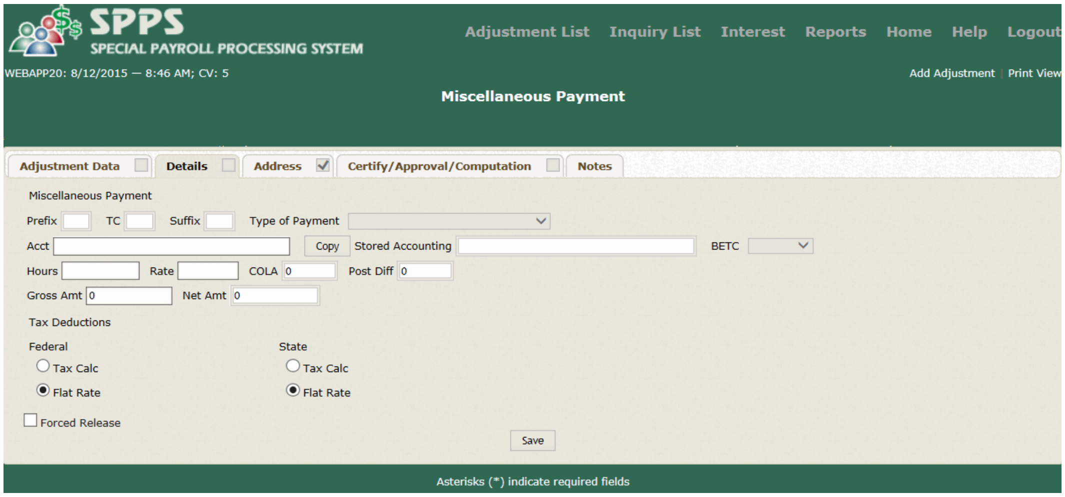


Figure 21: Miscellaneous Payment Page

3. Complete the applicable fields on the Miscellaneous Payment page.

To process COLA and post differential transactions, enter the Accounting, Hours, Rate, and Percentage fields. If no time and attendance was paid in PPS, enter the hours and the COLA or post differential percentage rate to be paid. Do not enter the per annum rate. If the percentage rate is system generated, it can be changed.

Prefix (see "***Prefix Field Instruction***" on page 96)

TC (see "***Transaction Code (TC) Field Instruction***" on page 99)

Suffix (see "***Suffix Field Instruction***" on page 99)

Type of Payment (see "***Type of Payment (Misc Pay) Field Instructions***" on page 101)

Accounting (see "***Accounting Field Instruction***" on page 86)

Stored Accounting (see "***Stored Accounting Field Instruction***" on page 99)

BETC (see "***Business Event Type Code (BETC) Field Instruction***" on page 87)

Hours (see "***Hours Field Instruction***" on page 92)

Rate (see "***Rate Field Instruction***" on page 97)

COLA (see "***COLA Field Instruction***" on page 89)

Post Diff (see "***Post Differential Field Instruction***" on page 96)

Gross Amt (see "***Gross Amount Field Instruction***" on page 92)

Net Amt (see "***Net Amount Field Instruction***" on page 93)

Federal Tax Calc (see "***Federal Tax Calculation Field Instructions***" on page 92)

State Tax Calc (see "***State Tax Calculation Field Instruction***" on page 99)

Flat Rate (see "***Flat Rate (Federal and State) Field Instruction***" on page 92)

Enter the Accounting, Hours, and Rate fields for the following transactions:

COPR O/T

- Danger Pay
- Hazardous Pay Differential
- Holiday Pay Taxable
- Maxout Overtime for Protection
- Overtime over 8 - Taxable
- Overtime over 40 Night Differential - Taxable
- Overtime - Taxable
- Standby Administratively Uncontrollable Overtime (AUO) Available - Taxable

Enter the Accounting and Gross Amount field for the following transactions:

- Cancelled/Undeliverable Checks
- Cell Phone Payment Taxable (Federal Housing Finance Board)
- Certification/License Fees
- Comparability Allowance
- Education Non-Taxable
- Education Taxable
- Extended Assignment Incentive Taxable
- Foreign Advance Payment
- Foreign Language Allowance
- Foreign Language Allowance
- Gym/Fitness Reimbursement
- Horse Non-Taxable

- Hostile Fire Pay
- Life Cycle Account
- Nights Out Stipend
- New York City (NYC) Commutation Stipend (AJ)
- Overseas Tour Renewal Agreement Travel (OTRAT) Taxable
- Post Allowance Non-Taxable
- Quarters Non-Taxable
- Reassignment Taxable
- Recruitment Taxable
- Relocation Taxable
- Remote Worksite Taxable
- Retention Allowance
- Separate Maintenance Non-Taxable
- Separate Maintenance Taxable
- Severance Payment
- Travel Non-Taxable
- Uniform Allowance

4. After completing all functions, select **Save** to apply all changes and update the record. Select **OK**.

Note: Accounting must validate against MASC if stored accounting is to be used. Select **Copy** to copy stored accounting information from one pay period record to the pay period record being processed.

Updating Settlement Backpay Details

A settlement backpayment (settlement backpay) is a court-ordered payment that restores all or part of an employee’s pay with or without interest. The loss may have resulted in the withdrawal, reduction, or denial of pay due to an unjustified or unwarranted personnel action, unfair labor practice, grievance, etc.

The settlement amount to which an employee is entitled must include premium pay and any changes that would affect the amount of pay, allowances, and differential which the employee would have earned if the unjustified or unwarranted personnel action had not occurred.

Authorized deductions which include retirement deductions computed on gross basic pay for the period of separation, Federal and State taxes computed on net backpay after deductions for interim net earnings, and health benefits premiums, if any, may be made from the remaining backpay due the employee.

For more information on backpayments of settlement cases, see:

- Title 5 550.805(c) (reference (1))
- Title 5 CFR 550.805(e) (reference (b))
- Title 5 USC 5551(a) (reference (b))
- Title 5 USC 5596 (reference (b))
- Title 5 USC 8334(c) (reference (b))

The following types of settlement backpayment cases are processed in SPPS Web.

- Settlement/Compensation damages (compdam) non-taxable
- Settlement/Compdam taxable
- Fair Labor Standards Act (FLSA)
- Sunday differential
- Non-tax miscellaneous
- Settlement/Compdam non-tax with interest
- Settlement/Compdam tax with interest
- FLSA with interest
- Sunday differential with interest
- Non-tax miscellaneous with interest

For descriptions of the types of settlement cases that are processed in SPPS Web, see the Settlement Type Codes Table.

To Update Settlement Backpay Details:

1. Search for the related transaction using the instructions under Searching for Record Details. The Adjustment List page is displayed showing all transactions for the specified employee.

   Note: If the search does not return the specified transaction, the transaction must be established in the system before the payment or adjustment record can be processed.

2. Select the SSN for the transaction that is to be adjusted. The Settlement Backpay page is displayed.

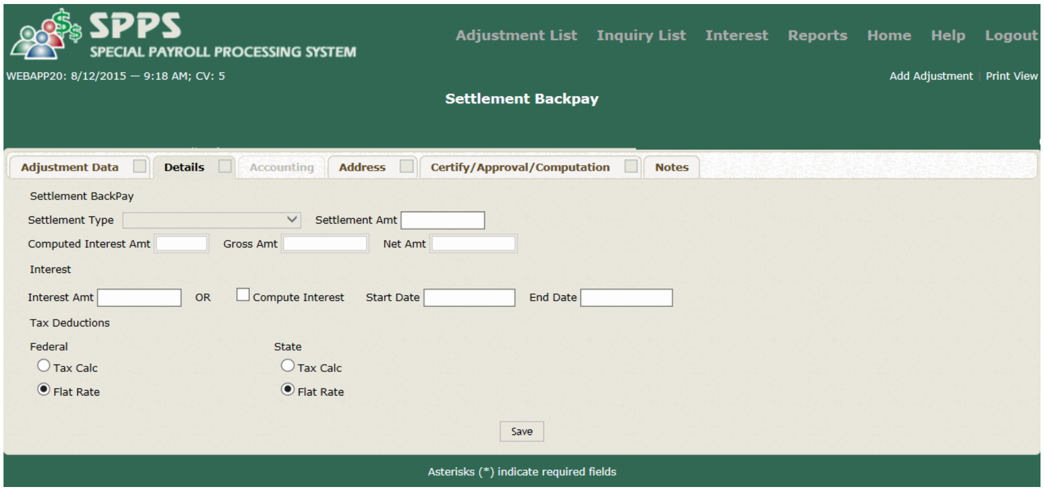


Figure 22: Settlement Backpay Page

3. Complete the applicable fields on the Settlement Backpay page.

Settlement Type

Settlement Amt (see "***Settlement Amount Field Instruction***" on page 97)

Computed Interest Amt (see "***Computed Interest Field Instruction***" on page 89)

Gross Amt (see "***Gross Amount Field Instruction***" on page 92)

Net Amt (see "***Net Amount Field Instruction***" on page 93)

Interest Amt (see "***Interest Amount Field Instruction***" on page 93)

Compute Interest (see "***Compute Interest Field Instruction***" on page 89)

Start Date (see "***Start Date Field Instruction***" on page 98)

End Date (see "***End Date Field Instruction***" on page 91)

Federal Tax Calc (see "***Federal Tax Calculation Field Instructions***" on page 92)

State Tax Calc (see "***State Tax Calculation Field Instruction***" on page 99)

Flat Rate (see "***Flat Rate (Federal and State) Field Instruction***" on page 92)

Note: Accounting must validate against MASC if stored accounting is to be used. Select **Copy** to copy stored accounting information from one pay period record to the pay period record being processed.

4. After completing all functions, select **Save** to apply all changes and update the record. Select **OK**.

   OR

   Select any **Tab** to cancel the action and return a previous page.

Updating Accounting Details

SPPS Web allows users to process accounting and interest details relating to settlement backpayment and adjustment cases. However, only one line of accounting with the same prefix, transaction code, suffix, and accounting classification can be established or adjusted at a time.

To Establish or Update Accounting Details for a Settlement Case:

1. Search for the related transaction using the instructions under Searching for Record Details. The Adjustment List page is displayed showing all transactions for the specified employee.

Note: If the search does not return the specified transaction, the transaction must be established in the system before the payment or adjustment record can be processed.

---

2. Select the SSN for the transaction that is to be adjusted. The Settlement Backpay page is displayed.

3. Complete the fields as indicated under Settlement Backpay Page Field Instructions.

4. Select **Accounting**. The Agency Accounting List Detail page is displayed.

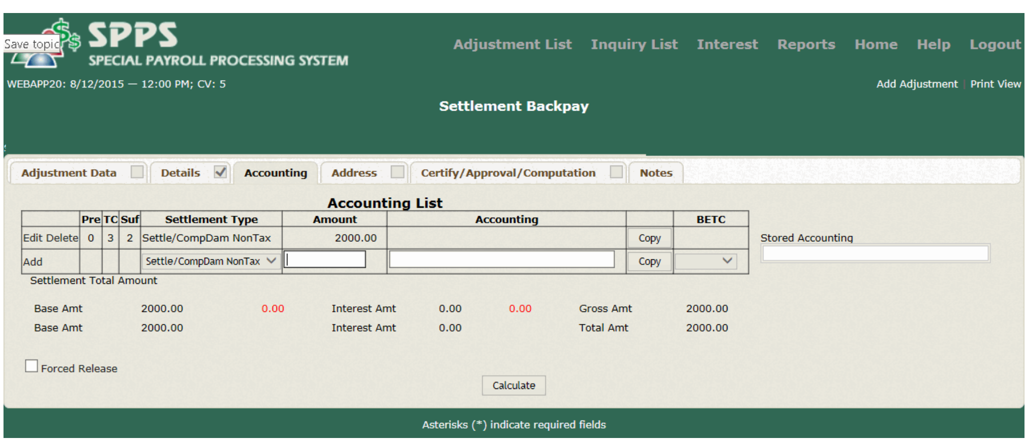


Figure 23: Agency Accounting List Detail Page

5. Complete the applicable fields on the Agency Accounting List Detail page.

   Prefix (see "***Prefix Field Instruction***" on page 96)

TC (see "***Transaction Code (TC) Field Instruction***" on page 99)

Suffix (see "***Suffix Field Instruction***" on page 99)

Settlement Type

Amount (see "***Amount Field Instruction***" on page 87)

Accounting (see "***Accounting Field Instruction***" on page 86)

BETC (see "***Business Event Type Code (BETC) Field Instruction***" on page 87)

Stored Accounting (see "***Stored Accounting Field Instruction***" on page 99)

Interest Amt (see "***Interest Amount Field Instruction***" on page 93)

Gross Amt (see "***Gross Amount Field Instruction***" on page 92)

Interest Amt (see "***Interest Amount Field Instruction***" on page 93)

Total Amt (see "***Total Amount Field Instruction***" on page 100)

6. At the Agency Accounting List Detail page, perform one of the following functions:

- To change an established line of accounting or split an amount into multiple accounting lines for a settlement backpayment, select **Edit**. The **Update** and **Cancel** command buttons will display. Complete the fields as indicated under Agency Accounting List Detail page field instructions. After completing the applicable fields, select **Update** to update the record or **Cancel** to cancel the action.

OR

- To delete a line of accounting that is currently being entered, select the icon next to the applicable line. The line of accounting is removed.

Note: The first accounting line is the original accounting line for the settlement and cannot be deleted. If the settlement has interest, then the second accounting line will be the interest amount and cannot be deleted either.

OR

- To add accounting, type the number equivalent to the rows of accounting that are to be entered and select **Add**. A row of blank fields for the number entered will display in the Accounting List section of the page. Complete the fields as indicated under Agency Accounting Detail Page Field Instructions.

Note: (1) All accounting lines must be assigned an accounting code and validate against MASC if stored accounting is to be used. Select **Copy** to copy stored accounting information from one pay period record to the pay period record being processed. (2) Select **Calculate** to compute the amount fields for the transaction being processed. (3) After all functions have been completed and the transaction has successfully processed, the ***Balance Indicator*** check box on the Agency Accounting List Detail page will display a checkmark to confirm that the accounting information is balanced.

7. Select any **Tab** to return a previous page.

Updating Student Loan Repayment Details

> This topic has been updated to add information on deleting the default taxable record before checking the box and adding a non-taxable record.

The Federal Student Loan Repayment Program authorizes Agencies to set up their own student loan programs to attract or retain highly qualified employees. The program permits Agencies to repay certain types of Federally-insured student loans as recruitment or retention incentives for candidates or current employees of the Agency. The student loan repayment benefits may be offered in conjunction with recruitment and relocation bonuses and retention allowances. Student loan repayment benefits may also be used in conjunction with a physicians' comparability allowance (PCA). However, the amount of the PCA must be reduced by the amount of the student loan repayment.

The Coronavirus Aid, Relief and Economic Security (CARES) Act was approved on March 27, 2020. Employer contributions toward principal or interest on an employee's qualifying student loan of up to $5,250 per year are tax-free for both employer for payroll purposes and the employee for income tax purposes when these contributions are made any time after March 27, 2020, through December 31, 2020.

The user can continue to process student loan payments as taxable, but will need to keep track of both taxable and non-taxable amounts to ensure it does not exceed the maximum amount allowed per calendar year. Non-taxable and taxable student loan payments must be processed as a separate payment and cannot be combined in one payment.

Eligibility

All employees are eligible for student loan repayment benefits, unless they are specifically excluded by law or regulations (e.g., Schedule C appointee). Following is a list of employees who qualify for student loan repayment benefits:

- Temporary employees who are serving on appointments leading to conversion to term or permanent appointments
- Term employees with at least 3 years left on their appointment
- Permanent employees (including part-time employees)

- Employees serving on excepted appointments with conversion to term, career, or career-conditional appointments (including, but not limited to, Career Intern or Presidential Management Intern appointments)

Loans That Qualify Under the Federal Student Loan Repayment Plan

A student loan is eligible if made, insured, or guaranteed under parts B, D, or E of Title IV of the Higher Education Act of 1965 or a health education assistance loan made or insured under Part A of Title VII of the Public Health Service Act. Loans covered under the Higher Education Act of 1965 include:

- Federal Stafford loans - Federal subsidized, Federal unsubsidized, direct subsidized, and direct unsubsidized loans
- Federal Plus loans - Federal and Direct Plus loans
- Federal Consolidation loans - direct subsidized, direct unsubsidized, and Federal Consolidation loans
- Federal Perkins loan
- Loans made or insured under the Public Health Service Act - nursing student, health profession student, and health education assistance loan programs

Limitations

Although the student loan is not forgiven, Agencies may make payments to the loan holder of up to a maximum of $10,000 per employee per calendar year and a total of $60,000 per employee. To limit the total amount of all payments, Agencies are responsible for monitoring, tracking, and ensuring that the student loan repayments do not exceed the outstanding student loan balance.

The non-taxable student loan amount cannot exceed $5,250 per year and can be processed any time after March 27, 2020, through December 31, 2020. The student loan non-taxable plus student loan taxable amounts cannot exceed the amount allowed per calendar year.

Service Agreement

An employee receiving this benefit must sign a service agreement to remain in the service of the paying Agency for a period of at least 3 years. An employee must reimburse the paying Agency for all benefits received if he/she is separated voluntarily or separated involuntarily for cause or poor performance. In addition, the employee must maintain an acceptable level of performance in order to continue to receive repayment benefits.

Reports and Records

Agencies must keep a record of student loan repayments and make the records available for review upon request. Records may be destroyed after 3 years or after OPM formally evaluates the program, whichever comes first.

Agencies are required to report annually to OPM on the use of the student loan repayment authority. Before January 1 of each year, Agencies must submit their reports for the previous fiscal year. The report must contain:

- The number of employees selected to received the benefit
- The job classifications of the recipient
- The cost to the Federal Government of providing the loan repayment

OPM uses the information in its annual report to Congress on Agencies' use of the student loan repayment program.

Tax Liability

Agencies that repay student loans incurred by employees must include repayments in the employee's gross income and in wages for Federal employment tax purposes.

Agency Responsibility

The Agency authorizing the benefit is responsible for ensuring that the student loan repayment regulations are adhered to. This includes monitoring and tracking the calendar year maximum benefits and the maximum career benefit, as well as ensuring that the student loan repayment does not exceed the outstanding student loan balance.

Agencies must also monitor the calendar year and career maximum benefits for employees who transfer into the PPS and have already had student loan repayments. The PPS does not capture student loan repayments that were made made by any prior Agency which was not serviced by NFC.

While the student loan repayment is not considered to be a deduction, it is recorded as a receipt account. The gross amount of the student loan repayment benefit is recorded as supplemental income to the employee, as well as the deductions Federal Insurance Contributions Act (FICA), Medicare, Federal, State, and local income taxes. All payment data pertaining to student loan repayments processed through SPPS Web is provided to Agencies, upon request.

For more student loan repayment information, see:

- Title 5 USC 2105
- Title 5 USC 5370
- Title 5 USC 5379
- Title 5 USC 5379(h)(1)
- Title 5 CFR 537.104
- Title 5 CFR 537.110

- Title 5 CFR 595.105(e)

To Update Student Loan Payment Details:

1. Search for the related transaction using the instructions under Searching for Record Details. The Adjustment List page is displayed showing all transactions for the specified employee.

> Note: If the search does not return the specified transaction, the transaction must be established in the system before the payment or adjustment record can be processed.

2. Select the SSN for the transaction that is to be adjusted. The Student Payment page is displayed.

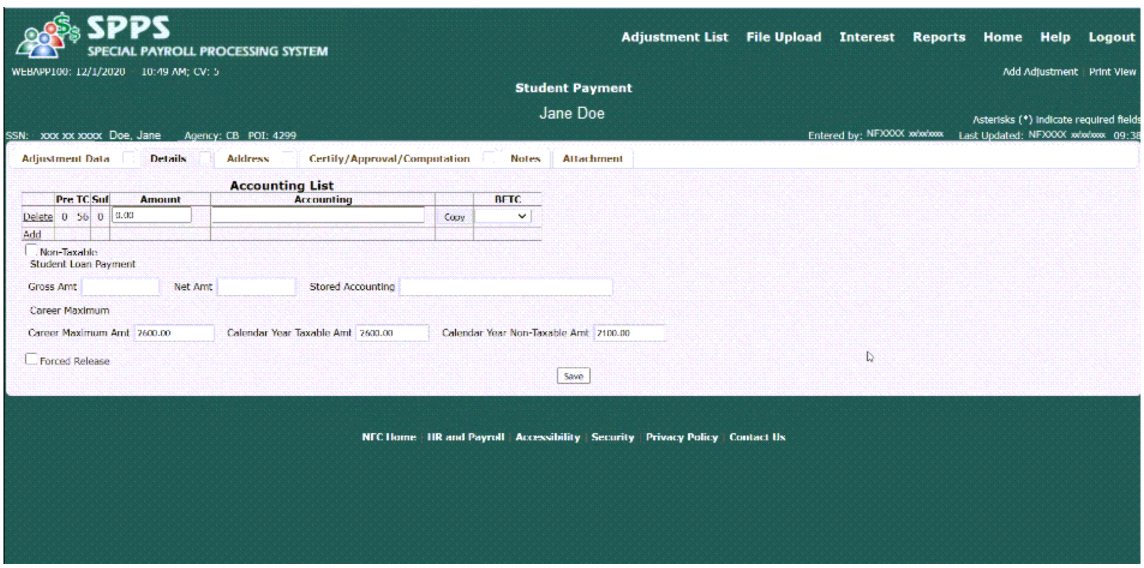


Figure 24: Student Loan Payment Page

3. At the Student Payment page, perform one of the following functions:

   To delete a line of accounting, select **Delete** on the applicable line of accounting. The line of accounting is removed from the employee’s record and the SPPS Web database.

   OR

   To add accounting, type the number equivalent to the rows of accounting that are to be entered and select **Add**. A row of blank fields equivalent to the number entered will display in the Accounting List section of the page. Complete the fields as indicated under Student Loan Repayment Page Field Instructions.

> Note: (1) Use TC 56, Student Loan Process, to process student loan repayments. (2) Use Suffix Code 00, Student Loan Process, to process loan repayments and adjustments for all Agencies except Agency 56, Department of Commerce, Patent and Trademark Office (PTO). Suffix Code 01, Education Assistance Program, is used to process loan repayments and adjustments for Agency 56.

(3) Accounting must validate against MASC if stored accounting is to be used. Select **Copy** to copy stored accounting information from the selected pay period record to the pay period record being processed.

Note: When adding a non-taxable record, you must delete information on the default taxable record before checking the box and adding a non-taxable record.

4. Complete the applicable fields on the Student Payment page.

   Prefix (see "***Prefix Field Instruction***" on page 96)

   TC (see "***Transaction Code (TC) Field Instruction***" on page 99)

   Suffix (see "***Suffix Field Instruction***" on page 99)

   Amount (see "***Amount Field Instruction***" on page 87)

   Accounting (see "***Accounting Field Instruction***" on page 86)

   BETC (see "***Business Event Type Code (BETC) Field Instruction***" on page 87)

   Gross Amt (see "***Gross Amount Field Instruction***" on page 92)

   Net Amt (see "***Net Amount Field Instruction***" on page 93)

   Stored Accounting (see "***Stored Accounting Field Instruction***" on page 99)

   Career Maximum Amt (see "***Career Maximum Amount Field Instruction***" on page 88)

   Calendar Year Taxable Amt (see "***Calendar Year Taxable Amount Field Instruction***" on page 88)

5. After completing all functions, select **Save** to apply all changes and update the record. Select **OK**.

6. Select any **Tab** to return to a previous page.

Requesting SPPS Web Reports

SPPS Web allows users to view and request status and suspense reports for transactions processed in SPPS Web. The reports include information related to the salary, time and attendance, employment status, etc., that is generated from the PPS database. Users may choose the automatic reporting feature to generate reports or select specific reports to be executed daily. Additionally, batch reports may be printed automatically each day at Agency locations.

Reports associated with SPPS Web payment and adjustment processing are described below:

- **Student Loan Payments**. This report contains transactions that were established and processed to repay student loans incurred by employees who agree to remain in the service of the paying Agency for a period of at least 3 years. The repayments are used as recruitment or retention incentives for hiring highly qualified employees.
- **Agency Outstanding Transaction Repor**t. This report contains transactions that were established but did not complete the processing cycle.
- **Agency Transaction Processed Report**. This report contains transactions that were established and completed the processing cycle.
- **Agency Leave To Be TINQed**. This report contains transactions that were established to correct leave data and transfer leave data from donors to approved leave recipients participating in the Leave Sharing Program.
- **Agencies Outstanding Inquiries**. This report contains inquiries that are not completed.

To Request an SPPS Web Report:

1. At the SPPS Web Login, select ***Reports***.

Figure 25: Valid Values Page

2. The Reports page is displayed.

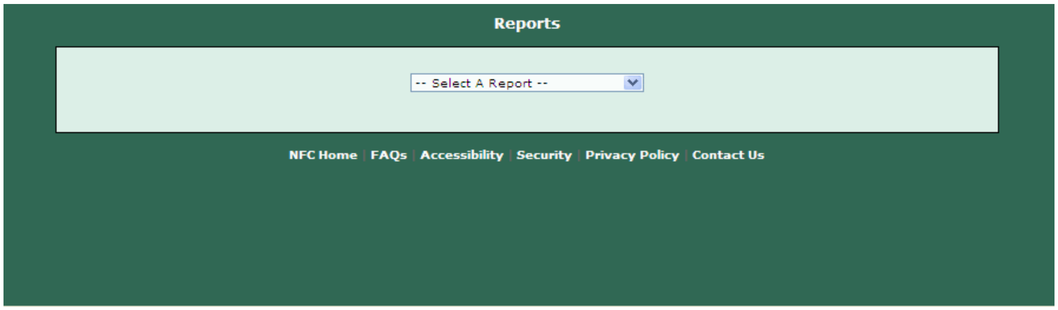


Figure 26: Reports List Page

3. Select the type of report from the drop down menu.
4. Complete the fields for the report selected.

   Dept (see "***Department Field Instruction***" on page 91)

   Agency (see "***Agency Field Instructions***" on page 86)

   POI (see "***POI Field Instruction***" on page 96)

   Pay Period (see "***Pay Period Field Instruction***" on page 95)

   Year (see "***Year Field Instruction***" on page 102)

   Type of Report (see "***Type of Report Field Instruction***" on page 101)

   Type of Payment (see "***Type of Payment Field Instructions***" on page 100)

5. After the information is entered, select **Run Report**. The requested report is displayed.

Viewing Interest Information

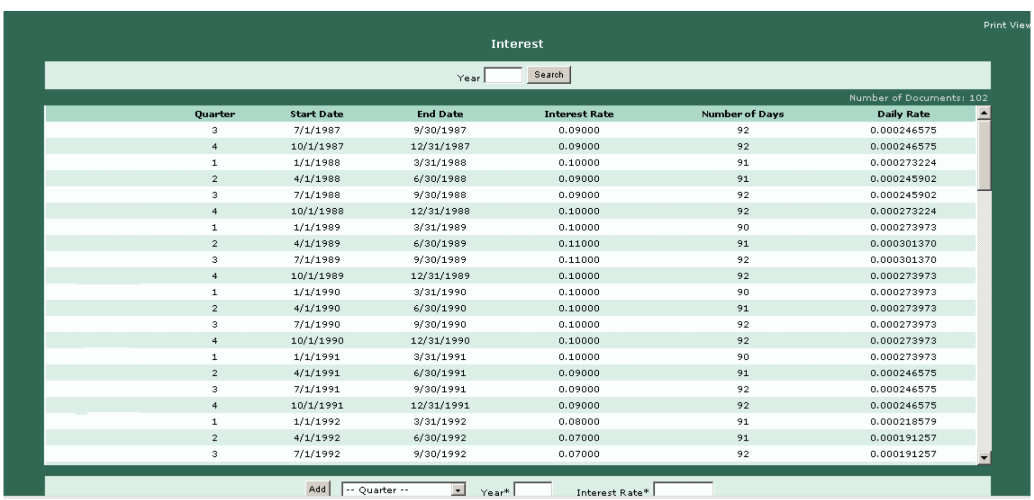
SPPS Web allows users to view interest rates and dates that calculates payment and adjustment transactions for settlement cases processed in SPPS Web. The interest rate and date information is provided by the Internal Revenue Service (IRS) and updated by NFC.

To View Interest Rate and Date Information:

1. At the SPPS Web Login, select ***Interest***.

Figure 27: Valid Values Page

2. The Interest page is displayed.



Quarter	Start Date	End Date	Interest Rate	Number of Days	Daily Rate
3	7/1/1987	9/30/1987	0.09000	92	0.000246575
4	10/1/1987	12/31/1987	0.09000	92	0.000246575
1	1/1/1988	3/31/1988	0.10000	91	0.000273224
2	4/1/1988	6/30/1988	0.09000	91	0.000245902
3	7/1/1988	9/30/1988	0.09000	92	0.000245902
4	10/1/1988	12/31/1988	0.10000	92	0.000273224
1	1/1/1989	3/31/1989	0.10000	90	0.000273973
2	4/1/1989	6/30/1989	0.11000	91	0.000301370
3	7/1/1989	9/30/1989	0.11000	92	0.000301370
4	10/1/1989	12/31/1989	0.10000	92	0.000273973
1	1/1/1990	3/31/1990	0.10000	90	0.000273973
2	4/1/1990	6/30/1990	0.10000	91	0.000273973
3	7/1/1990	9/30/1990	0.10000	92	0.000273973
4	10/1/1990	12/31/1990	0.10000	92	0.000273973
1	1/1/1991	3/31/1991	0.10000	90	0.000273973
2	4/1/1991	6/30/1991	0.09000	91	0.000246575
3	7/1/1991	9/30/1991	0.09000	92	0.000246575
4	10/1/1991	12/31/1991	0.09000	92	0.000246575
1	1/1/1992	3/31/1992	0.08000	91	0.000218579
2	4/1/1992	6/30/1992	0.07000	91	0.000191257
3	7/1/1992	9/30/1992	0.07000	92	0.000191257

Figure 28: Interest Page

3. Type the four digit year (yyyy) and select **Search** to display the desired information.

   The following fields are displayed:

   Year (see "***Year (Viewing Interest Information) Field Instruction***" on page 102)

Quarter (see "***Quarter Field Instruction***" on page 97)

Start Date (see "***Start Date (Viewing Interest Information) Field Instruction***" on page 98)

End Date (see "***End Date (Viewing Interest Information) Field Instruction***" on page 91)

Interest Rate (see "***Interest Rate Field Instruction***" on page 93)

Number of Days (see "***Number of Days Field Instruction***" on page 94)

Daily Rate (see "***Daily Rate Field Instruction***" on page 90)

Reference Tables

This section contains useful reference tables for SPPS Web.

This section includes the following topics:

Miscellaneous Type Payments and Adjustments Table

Allowance Type Code	Definition
Comparability - taxable	This allowance is granted to certain eligible Federal physicians and dentists who enter service agreements with an Agency. The allowance is paid to physicians and dentists in categories for which the Agency is experiencing recruitment and retention problems. The allowances are fixed at the minimum amounts necessary to deal with such problems. For additional information, see Title 5 USC 5946.
Danger pay - taxable	This allowance is granted on the basis of civil insurrection, civil war, terrorism, or wartime conditions that threaten physical harm or imminent danger to the health or well being of the employee. Danger pay is granted to civilian employees who accompany U. S. military forces in areas designated by the Department of State as subject to hostile fire or imminent danger. Danger pay is paid only to employees who are on temporary duty or a detail of 42 days or less. It is subject to Social Security and/or Medicare, Federal, State, and local tax deductions. It is not included as part of a lump-sum payment. For more information, see Title 5 USC 5928.
Education - nontaxable	This allowance is granted to an employee in a foreign area for extraordinary and necessary expenses, not otherwise compensated for, to provide adequate elementary and secondary education for his/her dependents. For more information, see Title 5 USC 5924.
Education - taxable	This allowance is granted to a Federal employee who is a U.S. citizen in a foreign area to provide for education expenses for the employee's dependents caused by the employee's service in a foreign country.

Allowance Type Code	Definition
Foreign language - taxable	This allowance is granted to law enforcement officers (LEO) in a foreign service position to acquire and/or maintain proficiency in foreign languages used at an overseas post. For more information, see Title 5 USC 5948.
Health subsidy (for Agency Code AJ, Office of the Comptroller of the Currency (OCC) use only) - taxable	This allowance is paid to eligible employees as a reimbursement for premiums paid towards privately obtained health insurance for their domestic partners and/or children of their domestic partners.
Foreign post/post - taxable **Foreign post/post - nontaxable**	The foreign post allowance is a cost-of-living allowance granted to an employee officially stationed at a post in a foreign area where the cost of living, exclusive of the cost of quarters, is substantially higher than in Washington, D.C. It is intended to reimburse an employee for certain excess costs resulting from being stationed in a foreign area. The post allowance is an annual rate allowance given as a percentage amount based on salary, size of family, and location of the post. For more information, see Title 26, Internal Revenue Code (IRC), Section 954, Department of State Standardized Regulations (DSSR), Chapter 200, Section 220 (Reference (t)) and Department of Defense (DoD) 1400.25-M, Subchapter 1350 (Reference (u)).
Hazardous duty - taxable (cp)	This allowance is granted for the performance of duty involving a physical hardship under condition in which an accident could result in serious injury, extreme physical discomfort, or distress. Hazardous duty is not adequately alleviated by protective or mechanical devices. For more information, see Title 5 USC 5545 and 5548 and Title 5 CFR 550.901-907.
Life cycle account - taxable (for Agency 25, Farm Credit Administration (FCA), and AJ, OCC use only)	This allowance entitles employees to a yearly benefit for membership to a fitness or wellness plan. The credit or cash payment benefit is awarded to the employee when the appropriate documents are provided to verify membership to the fitness or wellness plan. The allowance is recorded as income to the employee with the appropriate Federal, State, and Social Security tax deductions withheld. The payment is reflected on the employee's Statement of Earnings and Leave indicating Life Cycle Account and IRS Form W-2, Wage and Tax Statement, at the end of the year.
New York City Commutation Stipend (for AJ, Office of the Comptroller of the Currency (OCC) use only) - taxable	This allowance is paid to eligible Comptroller of the Currency bank examiners to apply for reimbursement of hardship commuting expenses incurred for travel to and from large banks in New York City.

Allowance Type Code	**Definition**
Overseas Tour Renewal Agreement Travel (OTRAT)-taxable	This allowance provides round trip travel for an employee and immediate family from posts outside the United States to the place of actual residence at the time of appointment to the post of duty, after the employee has satisfactorily completed 2 years of service outside the continental U.S. The Federal Travel Regulation (FTR) permits employees to travel to locations other than their actual residence but reimbursement is limited to the cost of travel to actual residence.
Quarters - nontaxable **Quarters - taxable**	This allowance is granted for all cost associated with either temporary or residence quarters whenever Government-owned or Government-rented quarters are not provided without charge to the employee. For more information, see Title 5 USC 5923.
Reassignment - taxable	This allowance is granted for an appointment, reassignment, or transfer that involves travel on the part of an employee from one foreign post to another or in the United States, between assignments to a post in a foreign area. For more information, see Title 5 USC 5924.
Remote worksite - taxable	This allowance is granted to an employee who is assigned to duty, except temporary duty, at a remote site not located near an established community or suitable place of residence. The employee encountered a degree of expense, hardship, and inconvenience in traveling to and from his/her residence and the worksite that extends beyond what is normally encountered in metropolitan commuting. For more information, see Title 5 USC 5942.
Retention - taxable	This allowance is granted to retain the services of a current employee who possess unusually high or unique qualifications or a special need that are essential to an Agency. For more information, see Title 5 USC 2103.
Separate maintenance - nontaxable **Separate maintenance - taxable**	This allowance is granted to employees with the additional expenses of maintaining family members at a place other than the employee's post of duty for the convenience of the Government or due to dangerous, unhealthy, or excessively adverse living conditions at the employee's post. For more information, see Title 26 IRC 71.
Travel - nontaxable (For Agency 25, FCA use only)	This allowance is granted for traveling on official business away from the employee's designated post of duty, or away from the employee's home or regular place of business. For more information, see Title 5 USC 5702.
Uniform - taxable	This allowance is granted to employees who are required by law or regulation to wear a uniform in the performance of official duties. In lieu of providing an allowance, a uniform may be provided. For more information, see Title 5 USC 1593.

Differential Type Code	**Definition**

Differential Type Code	Definition
Cost-of-living allowance (COLA)	This differential is a reimbursement to an employee for certain cost, exclusive of any quarters cost, which result from being officially stationed in a foreign area. For more information, see Title 5 USC 5924.
Hazardous pay differential - taxable (For Agency CP, Capital of the Police, use only)	This differential is paid to employees for the performance of hazardous duty or duty involving hardship for all hours in a pay status. Such duty involves exposure to extreme temperatures for a long period of time; arduous physical exertion; or exposure to fumes, dust, or noise that causes nausea or skin, eye, ear, or nose irritation. For more information, see Title 5 CFR 550.
Non-foreign post/post - taxable	The non-foreign post differential is payable under 5 USC 5941 (Reference (b)), at a location in a non-foreign area if conditions or environment differ substantially from conditions of environment in the contiguous United States and warrant its payment as a recruitment incentive. For more information, see Title 5 USC 5551 and 5925. The post differential is payable to an employee at a location with extraordinarily difficult living conditions, excessive physical hardship, or notably unhealthful conditions affecting the majority of employees officially stationed or detailed at that place. Living costs are not considered in differential determination. Post differential is additional compensation based on an established percentage over basic compensation ranging from 5 percent to 25 percent. Post differential is subject to Social Security and/or Medicare and Federal tax deductions. For more information, see Title 5 USC 5551 and 5925.

Bonus Type Code	Definition
Recruitment and relocation - taxable	This bonus is offered to candidates for hard-to-fill positions and/or occupations that are critical to the organization’s mission. Authorized payments of up to 25 percent of basic pay are offered to recruit certain newly appointed employees or retain certain current employees who must relocate to accept a position in a different commuting area. For more information, see Title 5 USC 5753 and Title 5 CFR 575.

Pay Code	Definition

Pay Code	Definition
Customs officer premium rate (COPR)/overtime (OT) double base - taxable (For Agency AF, Financial Crime Enforcement Network, use only) **Customs officer premium rate (COPR)/overtime (OT) triple base - taxable (For Agency AF, Financial Crime Enforcement Network, use only)**	This compensation is paid to Customs officers and canine enforcement officers of the Department of the Treasury for work performed in excess of 40 hours in the administrative workweek or in excess of 8 hours in a day. Premium pay is equal to up to three times the hourly rate of the basic pay of the officer. The following types of premium pay are processed in SPPS: Night. Holiday pay for employees not in receipt of annual premium pay for standby duty. Sunday. Annual premium pay for regularly scheduled standby duty. Annual premium pay for administratively uncontrollable work. Availability pay for Locality Pay Rate (LEO). Environmental pay for Federal Wage System (FWS) employees. Hazard pay for General Schedule (GS) employees. For more information, see Title 5 USC 5343, 5542, 5544, 5545, 5546, 5541, and 5549, as applicable.
Danger	This compensation is paid for working in a foreign area on the basis of civil insurrection, civil war, terrorism, or wartime conditions that threaten physical harm or imminent danger to the health or well being of the employee. For more information, see Title 5 USC 5928.
Holiday pay - taxable	This compensation is paid for time worked on a holiday designated by Federal statute. The employee is paid at the rate of basic pay plus premium pay at a rate equal to the rate of the basic pay, for that holiday work which is not in excess of the scheduled tour of duty or overtime work. For more information, see Title 5 USC 5928.
Hostile fire pay - non taxable **Hostile fire pay - taxable**	This compensation is paid for working in an area in which the employee is subject to hostile fire, hostile mines, or imminent danger during the period of duty in that area. Hostile fire pay is also provided if the employee is killed; injured; or wounded by hostile file, explosion of hostile mines, or hostile action. The employee is paid at the rate of $150 for any month in which he/she is entitled to basic pay. For more information, see Title 37 USC 310.
Overtime - taxable	This compensation is paid for working irregular or occasional hours that are not part of the employee’s regularly scheduled administrative workweek. Overtime is paid at one and one-half times the employee’s hourly rate of pay. For more information, see Title 5 USC 550.
Overtime over 8 - taxable	This compensation is paid for hours of work performed in excess of 8 hours on any one day within the 40-hour basic workweek.

Pay Code	Definition
Overtime over 40 night differential - taxable	This compensation is paid for hours of regularly scheduled work performed outside the basic 40-hour workweek during the night differential period.
Standby AUO avail - taxable	This compensation is paid when an employee is in a position in which the hours of duty cannot be controlled administratively, he/she is generally responsible for recognizing, without supervision, circumstances that require him/her to remain on duty. The circumstances under which payment for AUO is appropriate are extremely limited to substantial amounts of irregular, unscheduled overtime work. Premium pay may be paid on an annual basis, except premium pay for regular overtime work, and work at night, on Sunday, and on holidays. Annual premium pay under 5 USC 5545(c)(2) provides that premium pay for AUO is a percentage of not less than 10 percent nor more than 25 percent of the employee's rate of basic pay. AUO is not appropriate for nonexempt employees. For more information, see Title 5 USC 5304, 5305, 8331 (3) (d), 8791 (c) (1), and Title 5 CFR 505.151.
Advance foreign payment	This compensation is paid as an advance in pay for an employee proceeding to or arriving at a post of assignment in a foreign area. It is a salary allowance made available to employees in a pay status. The advance payment is made to provide funds needed to finance unusual expenses associated with the overseas assignments that often are not otherwise reimbursed and to aid foreign assignment recruitment and retention. The maximum advance allowed any employee is six pay periods of base pay. The employee is allowed 18 pay periods to repay the advance. The advance payment is nontaxable and not reflected on the employee's Wage and Tax Statement (W-2). For more information, see Title 5 CFR 5921-5928.

Rate Codes Table

Code	Definition
BY	Biweekly
FB	Fee basis
PA	Per annum
PD	Per day
PH	Per hour
PM	Per month
PW	Piece work

Code	Definition
SY	School year
WC	Without Compensation

Search Status Codes Table

Note: A search may be performed by a specific SSN, organizational structure (Agency and POI), or user ID. **`All`** is the default search status code.

Code	Definition
All	All transactions processed in SPPS Web or all transactions for a specific SSN, organizational structure (Agency, POI), or user ID.
Approved	All transactions for a specific Agency will be processed and paid on the next manual schedule.
Awaiting Approval	All transactions within SPPS Web or for a specific Agency that are awaiting approval for processing.
Certified	All transactions within SPPS Web or for a specific Agency that have been received, the input completed, and the payment ready for verification.
New	All new transactions within SPPS Web that are awaiting processing by either the Agency or NFC.
NFC processed	Transactions within SPPS Web that have been processed by NFC.
Payment processed	All payment transactions within SPPS Web that have been processed.
Release to NFC	Transactions within SPPS Web that are entered by an Agency, but released to NFC for processing.

Settlement Type Codes Table

Prefix	Trans	Suff	Type	Definition
00	03	0	Interest	Calculates and establishes or adjusts interest for settlement backpayment and adjustment cases.
	03	2	Settle/Compensatory Damages - nontaxable Settle/Compensatory Damages - nontaxable Interest	Calculates and establishes or adjusts interest for settlement backpayment and adjustment cases.

00	03	3	Nontaxable - Miscellaneous Nontaxable - Miscellaneous w/Interest	n/a
00	04	0	Sunday Differential Sunday Differential w/Interest	Establishes or adjusts non overtime hours worked between midnight Saturday and midnight Sunday. The differential is payable in addition to any night or shift differential entitlements. Employees who perform work during a regularly scheduled 8-hour period of duty which is not overtime, any part of which is performed on Sunday, are entitled to premium pay for Sunday work for the entire period of service.
00	34	0	FLSA FLSA w/Interest	Establishes or adjusts hours of work performed by all employees covered (nonexempt) or not covered (exempt) by the overtime provisions of the FLSA in accordance with Part 551 of Title 5, CFR.
05	44	0	Settle/Compensatory Damages - Taxable Settle/Compensatory Damages Interest	Calculates and establishes or adjusts payments and adjustments for cash awards and settlements.
00	44	06	Gift Certificate (Used by FDIC only)	Calculates and processes payments and adjustments for time in service, depending on the number of years employed.

Status Codes Table

Code	Name	Definition
0	In process	The transaction is currently open or being processed.
1	Payment processed	The transaction has been processed, and the request cannot be adjusted.
2	Awaiting approval	The transaction is awaiting approval for payment.
3	Certified	The transaction will be paid and processed on the next manual schedule.
4	Out of balance	The transaction is out of balance. Computations must be checked.

Code	Name	Definition
5	Closed by NFC - see remarks	No action was taken by NFC. Review NFC remarks for an explanation.
6	New	A new record has been processed by the Agency. However, if the request for action is for NFC to process, the status code will change when SPPS Web is logged into by an NFC user.
7	Release to NFC	The transaction was entered in SPPS Web by an Agency user, but released to NFC for processing.

Types of Adjustments Table

Code	Definition
Annual/Restored	Processed for time accumulated by an employee during the current leave year beginning with the first day of the first complete pay period in a calendar year and ending with the day immediately before the first day of the first complete pay period in the calendar year.
Cash awards/special bonuses	Processed for recognitions based on contribution or performance and can be given to an individual employee or group of employees.
Compensatory time	Processed for time earned in lieu of payment for an equal amount of time spent in occasional or irregular work or special conditions, in order to cope with special circumstances.
Credit hours	Processed for hours an employee elects to work, with supervisory approval, in excess of the basic work requirement under a flexible work schedule.
Miscellaneous payments	Processed for a variety of adjustments and payments that include allowances, bonuses, differentials, and pay transactions processed by the Agency or NFC. For definitions of the miscellaneous documents processed in SPPS Web, see Miscellaneous Type Payments and Adjustments Table.
Other (Type Payment 806) - NFC process Quick Service Wire	Initiated by an Agency and released to NFC for processing. This transaction is initiated and processed by NFC. NFC process used for quick service wire.
Other (Type Payment 834) - NFC process Current PP (Pay Period) T&A	Initiated by an Agency and released to NFC for processing. This transaction is initiated and processed by NFC. NFC process used for current PP T&A.

Code	Definition
Other (Type Payment (835) - NFC process Prior PP (Pay Period) T&A	Initiated by an Agency and released to NFC for processing. This transaction is initiated and processed by NFC. NFC process used for prior PP (Pay Period) T&A.
Other (Type Payment 837) - NFC process	Initiated by an Agency and released to NFC for processing. This transaction is initiated and processed by NFC. NFC process used for AD-343, Payroll Action Requests.
Settlement backpay	Processed for a court-ordered payment that restores all or part of an employee's pay with or without interest. The loss may have resulted in the withdrawal, reduction, or denial of pay due to an unjustified or unwarranted personnel action, unfair labor practice, grievance, etc.
Student loan payment	Processed for the repayment of certain types of Federally insured student loans that are used as recruitment or retention incentives to attract candidates for employment or current employees of an Agency.

Types of Awards Table

Code	Definition
Superior performance	This award is given to an employee for a suggestion, invention, superior accomplishment, or other meritorious effort for which the award is proposed as highly exceptional and unusually outstanding. Note: The acceptance of this award constitutes an agreement that the use by the Government of an idea, method, or device for which the award is made does not form the basis of a further claim of any nature against the Government by the employee, his/her heirs, or assigns.
Special act or service	This award is given to an employee for a special act or service in the public interest in connection with or related to official employment.

Code	Definition
Employee suggestion	This award is given to an employee for an improvement in the quality of operations, a cost reduction opportunity, or an improvement in the timeliness of service delivery that result in tangible or intangible benefits to the Government. The idea or suggestion can be adopted in whole or in part to set forth a specific proposed course of action to achieve improvement or cost reduction.
SES bonus	This award is given to career appointees in the Agency to be awarded the rank of Meritorious Executive for sustained accomplishments or Distinguished Executive for sustained extraordinary accomplishments.
Presidential	This award is given to an employee whose career reflects exceptional devotion to duty and who contributions to the efficiency, economy, or other improvement of Government operations are of a significantly broad scope. This award may be granted for contributions in a scientific field or for accomplishments in technical or administrative endeavors.
Separation incentive	This award is given to a separated or deceased employee or to the estate or legal heirs for contributions the employee made while employed with the Government.
Cash award	This award is given as recognition. It is a cash payment that does not increase the employee’s rate of basic pay.
Performance bonus	This award is given to an employee for a recent performance rating of the fully successful level or higher.
Incentive pay	This award is given to an employee on the basis of (a) suggestions, inventions, superior accomplishments, productivity gains, or other personal efforts that contribute to the efficiency, economy, or other improvements of Government operations; (b) a special act or service in the public interest in connection with or related to official employment; or (c) performance as reflected in the employee’s most recent record of rating.
Gift certificate (for FDIC use only)	This award is given to an employee for time in service. The only circumstances where this award may be used is to recognize an employee contribution is as an informal recognition award.
Travel incentive payment	This award is a compensation of $50 a day to an employee in travel status for more than 50 days in a year. If the employee is in travel status for more than 100 days, an additional $25 per day ($75 total) over the 100 days is paid to the employee.

Type Payment Codes Table

Code	Definition

Code	Definition
00	Bond carryover refund/adjustment refund
01	Regular (T&A)
02	Adjustment (dr/cr)
03	NFC-29 (live payment)
04	Lump sum payment
05	Compensatory payment
06	Cash award
07	NFC-29 (manual payment)
08	Federal Employees Health Benefits Act (FEHBA) collection (paid employee)
09	FEHBA collection (unpaid employee)
10	Severance payment

Field Instructions/Descriptions

This section includes the following topics:

Account DD/EFT Number Field Instructions

Account DD/EFT Number

Type or view account number for the checking or savings account where the financial allotment will be directly deposited, if the employee's salary payments are being sent to a financial institution/organization.

Acct Number Field Instruction

Acct Number
Type or view the checking or savings account number for the financial allotment and/or TSP loan payment.

Accounting Field Instruction

Accounting
Type or view the Agency or Bureau accounting appropriation code used in processing the transaction.

Address Checked Field Instruction

Address Checked
Indicates that an address has been confirmed.

Agency Field Instructions

Agency
Type or view the Agency or Bureau code for the office submitting the request for action. Agency and Bureau codes can be found in TMGT Table 023, Agency/Bureau.

Agency (Add Adjustment Only) Field Instruction

Agency
Type or view the Agency or Bureau code for the office submitting the request for action. Agency and Bureau codes can be found in TMGT Table 023, Agency/Bureau.

Agency Remarks Field Instruction

Agency Remarks
Type the Agency remarks that are necessary for processing the transaction. A narrative description is required if the NFC Process check box is selected.

Agency Remarks for Request Field Instruction

Agency Remarks for Request
Type the information that you are requesting.

Approved By Field Instruction

Approved By
Type or view the user ID of the supervisor or authorizing official who authorized the processing of the transaction.

Amount Field Instruction

Amount
Type a "." (period) and the cents in the last two positions if entering this field to record cents. Amount of the transaction being paid, updated, or credited.

AUO Field Instruction

AUO
Type the administratively uncontrollable overtime (AUO) percentage for the payment or adjustment transaction being processed, if applicable.

Balance Indicator Field Instruction

Balance Indicator
Indicates that the transaction is balanced and ready for processing.

Bank Deposit Type of Account Field Instruction

Type of Account
Type or view code **`C`** (checking) or **`S`** (savings) identifying the type of financial account where the allotments will be directly deposited or electronically transferred, if the employee's salary payments are being sent to a financial institution/organization.

Base Contract Salary Field Instruction

Base Contract Salary
Type the gross amount of the contract salary.

Business Event Type Code (BETC) Field Instruction

Business Event Type Code (BETC)
Select the applicable BETC Code from the drop-down list. Valid values are **`DISB`** (Gross Disbursement), **`DISBCA`** (Payments for Obligations of Closed Accounts), and **`DISBBCA`** (Gross Disbursement for Budget Clearing Accounts).

Calendar Year Taxable Amount Field Instruction

Calendar Year Taxable Amount
Displays total taxable amount within a calendar year that the Agency has repaid or adjusted for the student loan.

Career Maximum Amount Field Instruction

Career Maximum Amt
Displays total amount to date that the Agency has repaid or adjusted for the student loan.

Certified By Field Instruction

Certified By
Displays the user ID of the individual who confirmed and certified that the transaction had been received, the required data had been entered, and the record is ready for system verification, prior to approval.

Certified Date Field Instruction

Certified Date
Displays the date the individual who confirmed and certified that the request has been received, the required data has been entered, and the record is ready for system verification, prior to approval.

Certify User ID Field Instruction

Certify User ID
Displays the user ID of the individual who confirmed and certified that the request has been received, the required data has been entered, and the record is ready for system verification, prior to approval.

Check Mailing Street Address Field Instruction

Street
Type or view the check mailing address where the salary payment will be mailed.

Circle Start Date Field Instruction

Circle Start Date

Displays the effective date of the Pay Period of the adjustment.

City Field Instruction

City
Type the name of the city where the employee's salary payment will be mailed.

City Code Field Instruction

City Code
Displays four-digit city code within the State for the office submitting the request for action.

Class Field Instruction

Class
Displays class code for meals.

COLA Field Instruction

COLA
Type the cost-of-living allowance percentage for the payment or adjustment transaction being processed, if applicable.

Computation Checked Field Instruction

Computation Checked
Indicates that all payment and accounting calculations related to the transaction have been confirmed.

Compute Interest Field Instruction

Compute Interest
Check the box if interest for the transaction being processed is to be computed.

Computed Interest Field Instruction

Computed Interest
Displays the amount of calculated interest, based on the start date and end date of the settlement.

Confirm New Password Field Instructions

Confirm New Password
Re-type your new SPPS Web password.

Contact Person: Email Field Instruction

Email
Type the email address for the individual to be contacted for information related to the request for action.

Contact Person: First Name Field Instruction

First Name
Type the first name of the individual to be contacted for information related to the request for action.

Contact Person: Last Name Field Instruction

Last Name
Type the last name of the individual to be contacted for information related to the request for action.

Contact Person: Phone Number Field Instruction

Phone Number
Type the telephone number beginning with the area code for the individual to be contacted for information related to the request for action. The telephone number must be typed in the xxx-xxx-xxxx format.

Debit/Credit (D/C) Field Instruction

D/C
Type code **1** (debit), **2** (credit), or **3** (both) to identify the type of payment or adjustment transaction being processed.

Daily Rate Field Instruction

Daily Rate
Displays the daily rate used to calculate the amount of days within the quarter.

Department Field Instruction

Dept
Type the Department code for the SPPS Web report being requested.

Designated Agent Code Field Instruction

Designated Agent Code
Type or view the code that identifies the Agency or Bureau designated to receive employee's salary payments.

Difference Field Instruction

Difference
Displays the monetary difference between the in/debit amount and the out/credit amount for an over deduction or under deduction.

Disbursement Amount Field Instruction

Disbursement Amount
Displays the disbursement amount being submitted to the financial institution/organization, if the employee's salary payments are being sent to a financial institution/organization.

Disbursement Date Field Instruction

Disbursement Date
Displays the date that the payment or disbursement will be submitted to the financial institution/organization, if the employee's salary payments are being sent to a financial institution/organization.

End Date Field Instruction

End Date
Type or view the ending date of the interest period used to calculate interest and daily rates. If a checkmark appears in the Computed Interest check box, type the date that the period ended (mm/dd/yyyy).

End Date (Viewing Interest Information) Field Instruction

End Date
Displays the ending date of the interest period used to calculate interest and daily rates.

Federal Tax Calculation Field Instructions

Federal Tax Calc
Indicates the tax formula is used to calculate Federal taxes for the payment or adjustment transaction.

Flat Rate (Federal and State) Field Instruction

Flat Rate (Federsl and State)
Indicates the flat rate is used to calculate Federal and State taxes for the transaction, if applicable.

First Name Field Instructions

First
Type or view the employee's first name.

Gross Amount Field Instruction

Gross Amt
Type a "." (period) and the cents in the last two positions if entering this field to record cents. Gross amount of the transaction being paid, updated, or credited.

Hours Field Instruction

Hours
Type the number of whole and quarter hours. If fractions must be recorded, type a "." (period) and the decimal number in the last two positions.

In/Debit Amount Field Instruction

In/Debit Amt
Displays the amount of the payment or adjustment transaction being processed.

In/Debit Codes Field Instruction

In/Debt Codes
Displays the code identifier for the payment or adjustment transaction being processed.

In Retirement Coverage Code Field Instruction

In Retirement Coverage Code
Displays the in retirement coverage code of the adjustment.

Interest Amount Field Instruction

Interest Amt
Type the amount of calculated interest.

Interest Rate Field Instruction

Interest Rate
Displays the rate used to calculate interest for the total amount of days in the quarter.

Last Name Field Instructions

Last Name
Type or view the employee’s last name.

Last Updated Field Instruction

Last Updated
Displays the date the user added the note text.

Last Updated User ID Field Instruction

Last Updated User ID
Displays the user ID who added the note text.

Middle Name Field Instruction

Middle
Type or view the employee’s middle initial.

Net Amount Field Instruction

Net Amt
Type a "." (period) and the cents in the last two positions if entering this field to record cents.
Net amount of the transaction being paid, updated, or credited.

New Adjusted Salary Field Instruction

New Adjusted Salary
Type the adjusted gross amount of the contract salary.

New Password Field Instructions

New Password
Type your new SPPS Web password.

NFC Process Field Instruction

NFC Process
Authorizes NFC to process the transaction.

Note: When the NFC Process check box is selected, all payments and adjustments to this record thereafter will be processed by NFC only.

NFC Remarks Field Instruction

NFC Remarks
Type NFC remarks related to the payment or adjustment transaction being processed.

No. Field Instructions

No.
Displays the number of meals being charged.

Notes Text Field Instruction

Notes Text
Type the Agency remarks that are necessary for processing the transaction. A narrative description is required if the NFC Process check box is selected.

Number of Days Field Instruction

Number of Days
Displays the total number of days used to calculate interest and daily rates for the quarter.

Out/Credit Amount Field Instruction

Out/Credit Amt
Displays the amount of the credit payment or adjustment transaction being processed.

Out/Credit Codes Field Instruction

Out/Credit Codes
Displays the code identifier for the credit payment or adjustment transaction being processed.

Out Gross Amount Field Instruction

Out Gross Amount
Displays the out gross pay of the adjustment.

Out Net Amount Field Instruction

Out Net Amount
Displays the out net pay of the adjustment.

Out Retirement Coverage Code Field Instruction

Out Retirement Coverage Code
Displays the out retirement coverage code of the adjustment.

Password Field Instruction

Password
Type your SPPS Web password.

Pay Period Field Instruction

Pay Period
Type or view the pay period in which the action occurred. If multiple pay periods are involved, it is the beginning pay period in which the action occurred.

Pay Period (Add Adjustment Only) Field Instruction

Pay Period

Type the pay period in which the action occurred. If multiple pay periods are involved, it is the beginning pay period in which the action occurred.

Payee Name Field Instruction

Payee Name
Type or view the payee name. If the payee's name is different from the employee's name, type the first name, middle initial, and last name of the individual being paid. Otherwise, leave this field blank. If the payee's name is entered, supervisory approval is required.

POI Field Instruction

POI
Type or view the four-digit POI code for the office submitting the request for action. POI codes can be found in TMGT Table 001, Personnel Office Identifier Name and Address.

Post Differential Field Instruction

Post Dif
Type the post differential percentage for the payment or adjustment transaction being processed, if applicable.

Pay Period Field Instruction

Pay Period

Type or view the pay period in which the action occurred. If multiple pay periods are involved, it is the beginning pay period in which the action occurred. If entering a pay period, click the drop-down arrow to display the drop-down list and select the timeframe that describes the period for the report being requested. Valid values are:

- `Greater or equal`
- `Equal`
- `Less or equal`
- `Less`
- `Greater`
- `Not equal`

Prefix Field Instruction

Prefix

Type the prefix code for the applicable transaction code.

Quarter Field Instruction

Quarter
Displays one of the four equal periods of the calendar year in which the search to locate data will be performed.

Rate Field Instruction

Rate
Type the rate the employee will be paid.

Received Date Field Instruction

Received Date
Type the date the request for action was entered in SPPS Web.

Routing Number Field Instruction

Routing Number
Displays routing number where the allotment will be directly deposited or electronically transferred.

Schedule Number Field Instruction

Schedule Number

Type the recordkeeping system number assigned by NFC for the pay period that is currently being processed. It is used to identify the accounting payment (financial allotment) or collection process (Thrift Savings Plan (TSP) loan payment or disbursement) for the applicable transactions being submitted. The schedule number is assigned as follows:

1st digit - Fiscal year (FY)

2nd digit - Payroll Schedule B

3rd-4th digits - Pay period number

5th-6th digits - Sequential number 01-50 (EFT payments) 51-99 (paper checks)

Settlement Amount Field Instruction

Settlement Amt

Type or view the amount of the payment or adjustment transaction being paid, updated, or credited. If entering this field, to record cents, type a "." (period) and the cents in the last two positions.

SSN Field Instruction

SSN
Type or view the employee's nine-digit SSN. Do not type dashes or hyphens.

Start Date Field Instruction

Start Date
Type or view the starting date of the interest period used to calculate interest and daily rates. If a checkmark appears in the Computed Interest check box, type the date that the period ended (mm/dd/yyyy).

Start Date (Viewing Interest Information) Field Instruction

Start Date
Displays the starting date of the interest period used to calculate interest and daily rates.

State Field Instruction

State
Displays the abbreviated code for the State where the employee's salary payment will be mailed, if a mailing address is designated. If the duty station is located outside 1 of the 50 States, it is the 2-position alpha country code in the State portion of the field. For more information on valid State, city, and country codes, see TMGT Table 016, Geographical Location Codes With Names Table.

State Code Field Instruction

State Code
Displays the two-digit State code for the office submitting the request for action. If the duty station is located outside 1 of the 50 States, it is the 2-position alpha country code in the State portion of the field. For more information on valid State, city, and country codes, see TMGT Table 016, Geographical Location Codes With Names Table.

State Tax Calculation Field Instruction

State Tax Calc
Indicates the tax formula is used to calculate State taxes for the payment or adjustment transaction, if applicable.

Status Code Field Instruction

Status Code
Select the drop-down menu to search accounts by a specific status code, including All, New, Closed, or Released.

Status Field Instruction

Status
Select the drop-down arrow to display the drop-down list and select the status code for the type of transaction to be displayed from the search. For definitions of the valid values, see the Search Status Codes Table.

Stored Accounting Field Instruction

Stored Accounting
Type or view the Agency or Bureau accounting appropriation code used in processing the transaction.

Suffix Field Instruction

Suffix
Displays the suffix code for the applicable transaction code.

Transaction Code (TC) Field Instruction

TC
Displays the transaction code for the request for action.

Timekeeper Field Instruction

Timekeeper
Type or view the Agency or Bureau assigned timekeeper’s code for the T&A contact point

Total Amount Field Instruction

Total Amt
Displays the total amount of the payment or adjustment transaction being processed.

Tracking Number (#) Field Instruction

Tracking Number (#)
Type system-created tracking number of a specific account.

Type Adjustment Code Field Instructions

Type Adjustment Code
Displays the type of transaction being processed. For descriptions of the types of adjustments that are processed in SPPS Web, see the Types of Adjustments Table.

Type Field Instruction

Type
Displays the type of deductions that are being processed for the transaction.

Type of Adjustment Field Instruction

Type of Adjustment
Select the drop-down arrow to display the type of adjustment transaction being processed. For descriptions of the types of adjustments that are processed in SPPS Web, see the Type of Adjustments Table.

Type of Payment Field Instructions

Type of Payment

Select the drop-down arrow to display the the type of payments required for the report being requested. Valid values are:

All
Annual/Restored leave
Cash awards
Compensatory time leave
Credit hours
Miscellaneous
Other - NFC process
Settlement backpay
Student loan

Type of Payment (Misc Pay) Field Instructions

Type Payment (Misc Pay)
Displays the type of payment being processed. For descriptions of the types of miscellaneous payments that are processed in SPPS Web, see the Miscellaneous Type Payments and Adjustments Table.

Type Payment Field Instructions

Type Payment
Type or view the type of payment that describes the request for action being processed. To choose a payment type, select the drop-down arrow to display the drop-down list and select the type of payment transaction being processed. For descriptions of the types of payments that are processed in SPPS Web, see the Type Payment Codes Table.

Type of Report Field Instruction

Type of Report

Select the name of the report being requested. Valid values are:

Agency Outstanding Transactions
Agency Transactions Processed
Agency Leave To Be TINQed
Student Loan Payments
Agency Outstanding Inquiries

Unit Field Instruction

Unit
Displays the two-digit unit code for the T&A contact point.

User ID Field Instructions

User ID
Type the SPPS Web user ID of the individual who processed/is processing the request for action. If entering a request for action, type the six-eight position assigned ID number.

User ID (View) Field Instruction

User ID

View the SPPS Web user ID of the individual who processed/is processing the request of action. If entering a request for action, type the six-eight position assigned ID number.

Year Field Instruction

Year
Type or view the pay period year. If entering the year, type the four-digit year (yyyy) in which the action occurred. If multiple pay periods are involved, it is the beginning pay period year in which the action occurred. If requesting a report, type the four-digit year (yyyy) for the report being requested. If searching for information, type the four-digit calendar year (yyyy) in which the search to locate data will be performed.

Year (Viewing Interest Information) Field Instruction

Year
Displays the pay period year.

Zip Code Field Instruction

Zip Code
Type or view the five-digit ZIP Code and/or the optional ZIP+4 Code for the State and country where the employee’s salary payment will be mailed.

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